

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting
July 28, 2025

300 LIBRARY LANE, PORTAGE, MICHIGAN 49002



NOTICE OF REGULAR MEETING

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting, Monday, July 28, 2025 | 6:00 PM

The Library Board of the Portage District Library will hold a regular meeting on Monday, July 28, 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: July 24, 2025

Quyen Edwards
Library Board Secretary

Portage District Library
300 Library Lane
Portage, MI 49002

AGENDA

July 28, 2025

I. Start of Meeting

II. Roll Call

III. Comments or Requests from the Public, Board Members, or Library Staff (10 minutes)

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 July 28, 2025 (1 minute) (Vote)

V. Guest - Portage Public Safety (20 minutes)

VI. Consent Agenda (5 minutes) (Vote)

- A. Minutes of the regular meeting held on June 23, 2025 (Info) Pg.6-10
- B. June 2025 Narrative (Info) Pg.11-15
- C. Financial Condition for June 2025 (Info) Pg. 16-17
- D. Statistical Report for June 2025 (Info) Pg. 18-19
- E. MLA Advocacy Update (Info) Pg.20-22
- F. August 2025 Program Calendar (Info) Pg.23
- G. 2nd Quarter Financial Report (Info) Pg. 24-26
- H. Monitoring Report on the Executive Limitation Policy for Minutes and Records Retention (Info) Pg.27-28

VII. Governance (20 minutes)

- A. Revisit Board Retreat Discussion (Info) Pg.29
- B. Heritage Room Policy. (VOTE) Pg.30-34
- C. Discussion of Internet Filtering required for E-Rate funding and Approval of the Internet Policy. (VOTE) Pg. 35-41

VIII. Ends Development (30 minutes)

- A. Second Quarter 2025 Strategic Plan Report (Info) Pg. 42-48
- B. Presentation of the library's 3-Year Technology Plan (2026-2028) (Info) Separate document
- C. Final Review and approval of the preliminary FY 2026 Budget and Millage Rate for Public Inspection prior to Public Hearing at the August 25, 2025 (VOTE) Separate document

AGENDA

IX. Library Director's Reports (20 minutes)

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

X. Process Evaluation (5 minutes total)

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

XI. Adjournment

Memo

Guest Speaker - Portage Public Safety

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

We are pleased to share that a representative from Portage Public Safety will be joining us at our next board meeting. This will be a great opportunity to learn more about their work in the community and answer any questions you might have for them.



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From the June 23, 2025
Regular Board Meeting

I. Start of Meeting

II. Roll Call

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

Board Members Present: Ken Baker, Michele Behr, Jeanne Friedman, Cara Terry, Donna VanderVries (6:15 PM), and Linda Whitlock

Board Members Absent: Tom Vance (Excused)

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

Library Staff Absent: Ben Chee and Lawrence Kapture

Guests Present: Nathan Baldermann, Auditor at Rehmann Robson

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

Library Board Vice Chair Jeanne Friedman welcomed everyone to the June 23, 2025 Library Board Meeting. She asked if anyone present had any comments.

A. Comment from Library Director Christy Klien -

Library Director Klien asked to add Item E to Governance for follow-up discussion on wording in the Patron Behavior Policy.

V. Adoption of the Agenda for the Regular Meeting of June 23, 2025

Library Board Vice Chair Friedman asked if there were any changes to the agenda before its adoption besides adding Item E and there were none. Friedman asked for a motion to adopt the revised agenda.

MOTION: It was moved by Trustee Behr and supported by Trustee Terry that the Library Board adopt the agenda including Item E for the regular meeting of June 23, 2025. Vote 5-Yes, 0-No, 2-Absent (Vance, VanderVries). Motion carried.

VI. Audit Presentation

A. Presentation of Audit Report for FY 2024 by Rehmann Robson

Auditor Nathan Balderman attended the meeting virtually to give his audit presentation. The Audit was issued and dated June 19, 2025 with a clean/unmodified opinion for trustees to review.

Balderman reviewed the Statement of Net Position and the Fund Financial Statements ending with the Budget to Actual on page 20.

There was one question from Trustee Behr - regarding a specific line item on page 9 in the Reserves. Library Director Klien said that line is for one staff member who is grandfathered from when the library was under the city for sick time retirement payout.

Balderman said the footnotes contain some additional information, but not much has changed this year which is a good thing. The rules and standards regarding how compensated absences can be used by staff was altered this year, however it did not have a large impact on the Library because the way your system is set up was very close to the standard.

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Balderman highlighted page 32 regarding paying down bonds and noted that the library has 5 years remaining.

Trustees received a letter to those charged with governance. No difficulties, no large change in scope, no statements needed corrections.

Balderman said that Business Manager Rob Foti and his assistant Kathy Morris do a great job and it is a pleasure working with the Portage District Library.

The Library Board thanked Baldermann for his report and his time and thanked Business Manager Foti for handling the library's finances well.

VII. Consent Agenda

Library Board Chair Vance asked if there were any changes needed to the consent agenda for the June 23, 2025 board meeting before its adoption and none were requested.

- A. Minutes of the regular meeting held on May 19, 2025
- B. June 2025 Narrative
- C. Spotlight on Outreach
- D. Financial Condition for May 2025
- E. Statistical Report for May 2025
- F. July 2025 Program Calendar
- G. MLA Advocacy for May-June 2025
- H. Updated Staff Organizational Chart
- I. Memo: Staff Development Day 2025
- J. Budget Amendment: World Language Collection

MOTION: It was moved by Trustee Terry and supported by Trustee Whitlock that the Library Board approve the consent agenda for the regular meeting of June 23, 2025. Vote 5-Yes, 0-No, 2-Absent (Vance, VanderVries). Motion carried.

VIII. Governance

A. Initial Discussion About Plans for 2025 Library Board Retreat

Library Board Vice Chair Friedman opened the floor for a discussion about this year's Library Board Retreat. A possibility was suggested that the Board could participate in the United for Libraries virtual trainings.

Description: The new training series Striking a Balance - Developing Systems for Successful and Sustainable Library Governance is intended to help libraries recruit, develop, and sustain strong library boards that will skillfully represent the library to stakeholder groups and steward the library's strategic priorities to the benefit of all members of the community.

Another suggestion was that the Board could attend the MLA Annual conference this year which is taking place in Lansing on Oct 29-31.

The final suggestion was a field trip to Kalamazoo Public Library to explore what our neighbor library is offering their community and meeting the new Director Michael Cochran.

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B. Heritage Room Policy Update

Library Director Klien reviewed the changes to the policy which were recommended by Local Historian Steve Rossio.

MOTION: It was moved by Trustee VanderVries and supported by Trustee Baker that the Library Board approve the Heritage Room Policy as presented. Vote 6-Yes, 0-No, 1-Absent (Vance). Motion carried.

C. Creation Station & Makerspace Usage Policy Update and Price Adjustment

Library Director Klien said that after reviewing material prices for 2025, STEAM Librarian Jane Fleming has recommended decreasing some prices to the Creation Station & Makerspace Policy. The Board expressed their thanks to STEAM Librarian Jane Fleming for the great projects happening in the Creation Station & Makerspace and for keeping track of changes in pricing and adding more services for patrons. The other recommended change this year was the removal of one-on-one appointments for patrons. Everyone is welcome to drop in at one of the many open staffed hours for Makerspace assistance.

MOTION: It was moved by Trustee Terry and supported by Trustee Whitlock that the Library Board approve the Creation Station & Makerspace use policy as presented. Vote -6-Yes, 0-No, 1-Absent (Vance). Motion carried.

D. Report on the Friends of the Portage District Library

Liaisons to the Friends Trustee Baker and Trustee Terry reported another excellent Friends Book sale in the month of June. The sale made over \$4,000 and the Friends observed that credit card usage was going well and that it was a good decision to incorporate its use.

The Friends are working on a 5 year plan and discussing potential pricing changes.

E. Patron Behavior Policy

Library Director Klien followed up with the library attorney regarding some trustees concern about one specific line in the Patron Behavior Policy. It was recommended to add "for library purposes" and trustees agreed with this adjustment.

MOTION: It was moved by Trustee Behr and supported by Trustee VanderVries that the Library Board approve the amended line to the Patron Behavior Policy as presented. Vote 6-Yes, 0-No, 1-Absent (Vance). Motion carried.

I. Ends Development

A. Presentation of the Preliminary FY 202 Budget for the Portage District Library

Library Director Klien asked Business Manager Rob Foti to do an overview of the FY2026 Budget. Foti said this is a preliminary budget and reflects what staff have requested through meetings with all the library department heads. At next month's meeting, after reflection, the Board can make any additional requests for changes. After July, the Proposed FY 2026 Budget will be available for public viewing. At the August 2025 meeting, the FY 2026 Budget is approved at a Public Hearing for official purposes.

Foti said that what is being presented is a balanced budget. This document reflects what we

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are requesting for FY 2026. FY2027 is an estimate of where we think things are going as we plan ahead. Foti said the library has experienced a minor setback with Headlee. It is down again a small amount. Foti said he wouldn't recommend that the Library Board try to get the millage renewed to the full 2 mills at this time.

Foti then began a breakout explanation of library expenses for 2026 beginning with Salaries and Wages. The Library is budgeting to go over 50 employees next year.

Staff have been analyzing their collections and making recommendations for the future. Digital collections (eBooks and eAudiobooks) continue to increase.

Supplies increase in the Office Supplies line, that is where we have budgeted some additional funds for Interlibrary Loan in preparation for budget cuts at the federal level. The State of Michigan received federal funds for this coming year. little change for ILL and databases for 2025-2026. The following year funding is currently zero. Current Michigan state budget amount holds steady and doesn't currently make up any difference.

There is an increase noted in the Building Repair and Maintenance project line. Facilities Manager Ben Chee has pinpointed projects that need to be done including window caulking and EIFS (Exterior Insulation and Finishing System) work in 2026.

The Board expressed their thanks to Business Manager Foti and staff for their work on the FY2025 Budget.

IX. Library Director's Reports

A. Final remarks by Library Director for the June 23, 2025 Library Board Meeting.

Library Director Klien said Lego City is back at the library for the week of June 30-July 5.

X. Process Evaluation

A. Suggestions for Agenda Items to be included on the July 28, 2025 Board Meeting

1. Minutes of the Regular Meeting held on June 23, 2025
2. Review of Internet Policy
3. Final Review and Approval of Proposed Fiscal Year 2026 Budget and Millage Rate for public inspection prior to Public Hearing at the August 25, 2025 board meeting
4. 2nd Quarter Report for FY 2025
5. Presentation of the Library's 3-Year Technology Plan (FY 2026-2028)
6. Monitoring Report on Executive Limitation for Minutes/Records Retention

B. Miscellaneous -

Trustee VanderVries will not be able to attend the July Library Board Meeting.

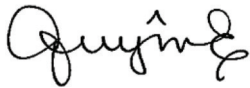
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XI. Adjournment

Library Board Vice Chair Friedman said if there was no further business to be considered, that she would adjourn the regular board meeting of June 23, 2025.

DISPOSITION: The regular board meeting of June 23, 2025 was adjourned at 7: 25PM.

Recorded and Transcribed by,

A handwritten signature in black ink, appearing to read "Quyen Edwards".

Quyen Edwards

Library Board Secretary

Director's Report

July 2025

Adult Services

Adult and Staff Summer Reading are working smoothly. 623 adults are signed up, and 424 are actively participating. This year, [Ruth Cowles](#) put the name of the business for the gift card in the drawing title so that patrons could target their drawings. Patrons have commented that they enjoy this feature for making a better-informed decision on where to spend their earned tickets.

On June 1, 2025, Outreach Librarian [Sara Weyenberg](#) launched our new Books by Mail service. Working with Marketing Manager [Colin Whitehurst](#), the new service was promoted in-house, on the website, on Facebook, in the Portager, and a press release was put out. In just the first month after launch, the Library saw a nearly 10% increase home-based services users from this promotion which demonstrates that there is a need in the community for ways to access library materials from home.

Outreach Librarian [Sara Weyenberg](#) attended 3 city events (Farmer's Market, Scalin' Up for Summer, and Friday at the Flats) which accounted for nearly 600 direct interactions with members of the community. Three new library cards were made and five library accounts were renewed at these events.

Patron comment: "It's so awesome that the library is here [at the Farmer's Market]. I've been meaning to get a library card but never seem to make it to the building and now I finally have my card!"

On June 4th, 11th, and 18th, Registered Dietician Gretchen Kauth, presented a three-week series on nutrition. Gretchen has done several Mediterranean classes here and will be here in the future. The comment cards were positive:

Patron comment: "Gretchen is excellent. A lot of great information. Love all the classes given at the library that I have attended," and "I learned a lot; now I know what is missing from my diet." We plan to offer this program in January when New Years' resolutions are made.

On Saturday, June 14th, Adult Services Librarian, [Rachael Wiegmann](#), put together an outdoor concert with local singer, Megan Dooley. Ms. Dooley played original and cover songs from an array of genres. Luckily, the rain held out and we were able to enjoy the sunshine. This event had thirty-three people in attendance.

Also on Saturday, June 14th, Assistant to the Director [Quyen Edwards](#) hosted the Kalamazoo Plant It Forward Summer Plant Swap. 40 attendees gathered to trade houseplants, outdoor plants, and share plant care tips.

In the month of June, [Jane Fleming](#) hosted three programs showing patrons how to make designs using Diamond Art. This program was held on three separate dates: Thursday, June 12, Tuesday, June 17, and Wednesday, June 25. A total of 45 people attended the program. Patrons learned how to affix rhinestones to create a beautiful bookmark. This was an intergenerational program as the task was easy to do, so

many adults brought their children with them to do this project. Patrons also learned that the Makerspace has a Creative Kit where they can come back and work on personal projects using this same skill. A number of patrons did return later to work on their own projects.

Youth Services

In June, the Youth Services staff retrieved the Outreach Collection books from the three Elementary schools using them before their moves. Head of Technical Services [Abby Pylar](#) and Youth Staff worked together, with assistance from Digital UX Coordinator [Jill Austin](#), to convert the entire collection to a “Beloved Books” collection for Youth summer patrons, similar to the “Hot Picks” collection in Adult Services. “Beloved Books” are very popular titles displayed prominently in the Youth Department that have a shorter checkout period and don’t allow holds. The efforts by Abby, Jill, and Youth Staff have definitely paid off, as the Beloved Books collection has circulated rapidly all summer and received many compliments from patrons.



Youth Staff [Andrea Smalley](#) and [Karina Gluys](#) brought the button maker and prize wheel to Amberly Elementary’s Title 1 Summer Kick-off. This annual event presented by Amberly staff provides food, fun, and books along with a summer reading plan for Title 1 families.



Youth Staff [Andrea Smalley](#) and Adult Staff [Tyler Flores](#) and Makerspace Staff [Sean Cornish](#) had a table at Kalamazoo Pride. Makerspace Staff [Haley Labian](#) and [Sean Cornish](#) created wonderful Pride button designs for attendees to make buttons from and very popular magnets portraying the covers of LGBTQ+ literature.

Youth Staff [Andrea Smalley](#) hosted a wildly popular Nerf Games program for upper elementary students and a private showing of “How To Train Your Dragon” for families at the cinema.

Youth Staff [Olivia Pennebaker](#) and [Karina Gluys](#) attended Youth Pride, an event put on by Outfront Kalamazoo that is planned by and for LGBTQ+ Youth. Young people of all ages stopped by the Portage District Library table to make a free button, learn about the library’s Teen LGBTQ+ Meet-Up, and visit with Goosifer Quackington, the teen room goose. This was a wonderful opportunity to connect with current and

potential library users and to create a positive impression of the Portage District Library. A patron from Portage attending the event with her kids warmly thanked us for being there.

Youth Staff [Kristy Zeluff](#) and [Emily Mingle](#) hosted Baby Prom on June 4th. 72 children and their parents participated. All had fun with the dance floor, bubble machine, wind tunnel, and more!



Youth Staff [Laura Wright](#) hosted a dinosaur event with giant puppets, a meet and greet, and plenty of fun information.

Youth Staff [Laura Wright](#) collaborated with Adult Staff [Rachael Wiegmann](#) and local artist Laura Wieler for a multigenerational collage bookmark program, the first in a series to promote collage art and community this year.

PDL Staff congratulate Youth Staff [Karina Gluys](#) on her recent hiring for a Teen Librarian Position in the Dayton Metro Library System! (Pictured here during the Teen Mashed Potato Sculpture Extravaganza event this month.)



Circulation & Technical Services

During the month of June, we had 760 students use their PASS cards. We also sent out 2972 text messages regarding holds, overdue materials, bills, and membership renewals.

Heritage Room

During the month of June, three unique collections have been donated to the Heritage Room. The first was from Woodland Elementary which is undergoing a teardown and rebuild. It consisted of numerous photographs from the school as well as a student index file going back to the 1970's. These index cards contain a student photograph, name, parent's names, etc. and will be a fantastic tool for future genealogists.

The second collection was doated by Mr. Jeremy Winkworth. Mr. Winkworth is a well-known Upjohn collector, researcher and former employee. He donated four boxes of Upjohn publications, ephemera and artifacts from his collection to help enhance our Upjohn material.

Finally, the City of Portage transferred copious amounts of material from the City Clerk. This material includes Charter Commission records, Portage Township record books and various other ledgers. The most interesting piece is the first Township record book which contains notes from the very first township meeting in 1838. This was when we separated from Pavillion Township and became Portage. It is an amazing book and an honor to now have it in the Heritage Room.

Personnel

The Business Services Department is using the time between budgeting and open enrollment to catch up on items that require time. These include reconciling the library benefits plan payment to actual invoices and reconciling employee paid time-of banks to actual. The Business Services Department does this to ensure that the library is billed correctly, and that the payroll system is accruing time off correctly. The Business Manager and Library Director continue to work with the library's onsite HR Consultant, [Stefon Hemphill](#), to update job descriptions and review employee handbook policies. The Business Department has been assisting the Circulation Dept. and Youth Service Dept. with job postings for open positions. There is currently one (1) open part-time position in Circulation and two (2) part-time positions in Youth Services. This time of year also allows the Business Services Dept. to review accounts and correct any errors that it may find in its general ledger accounts. That will be taking place through the summer to prep for the 4th quarter and year-end.

Information Technology

In June 2025, the IT Department continued its decommissioning of hardware in its MDF.

On Saturday, June 21, 2025, the library experienced a power outage that delayed its opening. Library public access e-resources were unaffected due to the new SaaS and Private Cloud hosting. When power was restored, most network devices auto-powered on and began providing local services.

In June 2025, the library continued migrating its Active Directory, File and Print Services to a new server. The library continued its discussions with Aunalytics centered on DMVPN (Dynamic Routing for both its staff and public access networks).

Things have definitely changed in the last 10 years. The library moved more data over the internet in 1 day in June 2025 than it did in 1 year in 2015.

Maintenance & Building Services

This month, several routine and scheduled maintenance tasks were completed to ensure the continued safety, cleanliness, and functionality of the library facilities. The parking lot sealcoating and striping project, originally scheduled for this month, has been postponed to the end of August due to scheduling conflicts with the contractor. We are coordinating closely to minimize disruption to patrons once the work begins and will provide advance notice of any temporary access restrictions.

In an effort to improve the usability and appearance of key public spaces, select pieces of furniture has been replaced with options that better suit the layout and user needs. This update is part of our ongoing effort to create an inviting and efficient environment throughout the building.

Routine quarterly elevator maintenance was completed this month without any issues. The elevators remain in good working condition, and no service disruptions were reported. Additionally, our monthly pest control service was carried out as scheduled. No problems were observed, and preventive measures continue to be effective.

Finally, seasonal landscaping work has been completed, including trimming and cutbacks around walkways and entrances. This has improved both the appearance and safety of the grounds, ensuring clear paths and a well-maintained exterior as we move into the latter part of the summer season.

Financial Condition Report

June 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 \$ 9,597,052
Expenditures \$ 5,122,941

Fund	5/31/2025	Changes	6/30/2025
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	-	7,473,504

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

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

Policy: 3. Use any long-term reserves.

Director's Response: No reserves have been used.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Statistical Report

June 2025

	Month Statistics			YTD Statistics		
	Jun-25	Jun-24	CHANGE	2025	2024	CHANGE
Circulation/Collections						
Total Library Circulation	84,560	79,461	6.42%	491,361	453,722	8.30%
Adult - Books	16,738	16,668	0.42%	100,633	97,894	2.80%
Adult - A/V	2,847	2,918	-2.43%	17,196	21,136	-18.64%
Youth - Books	32,888	34,664	-5.12%	188,510	181,732	3.73%
Youth - A/V	3,201	3,010	6.35%	16,445	17,869	-7.97%
Hot Picks	734	662	10.88%	3,854	4,139	-6.89%
E-Material	26,520	19,662	34.88%	154,565	119,177	29.69%
ILL - PDL Requests	1,020	1,176	-13.27%	6,371	7,328	-13.06%
ILL - Other Lib. Requests	612	701	-12.70%	3,787	4,447	-14.84%
Self-Checkout Percentage	60.77%	57.16%		53.14%	52.40%	
Total Library Collection	179,745	178,280	0.82%			
Adult - Books	71,580	71,939	-0.50%			
Adult - A/V	9,291	11,020	-15.69%			
Youth - Books	88,930	85,619	3.87%			
Youth - A/V	7,354	7,171	2.55%			
Hot Picks	2,590	2,531	2.33%			
Net Acquisitions	1,322	1,162	13.77%	7,497	28	26675.00%
Purchased - Books	1,825	2,079	-12.22%	15,269	9,294	64.29%
Purchased - A/V	147	121	21.49%	836	876	-4.57%
Donated - Books	3	1	200.00%	4	1	300.00%
Donated - A/V	2	2	0.00%	3	2	50.00%
Material Discarded	(655)	(1,041)	37.08%	(8,615)	(10,145)	15.08%
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	34,222	33,965	0.76%			
Adult	17,646	16,750	5.35%			
Youth	2,026	2,276	-10.98%			
Non-Resident	247	206	19.90%			
Reciprocal	3,733	3,246	15.00%			
Internet User	412	623	-33.87%			
PASS Users	10,097	10,802	-6.53%			
Professional	61	62	-1.61%			
Net Patrons	89	172	-48.26%	946	906	4.42%
Adult	205	229	-10.48%	1,185	1,313	-9.75%
Youth	28	27	3.70%	72	102	-29.41%
Non-Resident	5	2	150.00%	20	15	33.33%
Reciprocal	88	75	17.33%	441	439	0.46%
Internet User	0	39	-100.00%	72	312	-76.92%
PASS Users	2	1	100.00%	71	113	-37.17%
Professional	1	2	-50.00%	3	5	-40.00%
Patrons Removed	(240)	(203)	-100.00%	(918)	(1,393)	34.10%

Statistical Report

Month Statistics				YTD Statistics		
	Jun-25	Jun-24	CHANGE	2025	2024	CHANGE
Library Building Usage						
Total Meeting Room Usage	769	717	7.25%	5,213	4,706	10.77%
Internal/Collaboration	124	134	-7.46%	730	709	2.96%
External/Outside Usage	645	583	10.63%	4,483	3,997	12.16%
Total Program Audience	5,112	4,230	20.85%	21,734	20,266	7.24%
Adult	1,396	1,102	26.68%	7,147	5,135	39.18%
Youth	3,659	3,008	21.64%	13,725	14,418	-4.81%
Heritage Room	57	120	-52.50%	862	713	20.90%
Total Number of Programs	75	91	-17.58%	585	551	6.17%
Adult	49	53	-7.55%	326	263	23.95%
Youth	25	36	-30.56%	245	274	-10.58%
Heritage Room	1	2	-50.00%	14	14	0.00%
Total Volunteer Hours	161	234	-31.20%	1,143	1,189	-3.87%
Adult	48	44	9.09%	403	348	15.80%
Youth	40	119	-66.39%	305	350	-12.86%
Technical	7	10	-30.00%	74	67	10.45%
Circulation	34	29	17.24%	167	225	-25.78%
Administration	32	32	0.00%	194	198	-2.02%
Community Service	0	0	0.00%	0	1	-100.00%
Total Front Door Traffic	19,321	19,887	-2.85%	119,337	120,528	-0.99%
Total Youth Services Traffic	14,113	13,126	7.52%	90,299	88,276	2.29%
Total Business Center Traffic	0	0	0.00%	0	0	0.00%
Information Access/Reference/Research						
Total Reference Transactions	9,043	7,502	20.54%	46,124	36,483	26.43%
Adult Phone	486	401	21.20%	3,515	2,614	34.47%
Adult Ready Reference	1,700	1,369	24.18%	10,108	7,747	30.48%
Adult Reference	205	160	28.13%	1,448	1,180	22.71%
Youth Phone	114	81	40.74%	522	409	27.63%
Youth Ready Reference	3,437	3,436	0.03%	17,639	16,112	9.48%
Youth Reference	551	1,265	-56.44%	1,910	3,165	-39.65%
HR Phone	23	15	53.33%	72	66	9.09%
HR Ready Reference	317	45	604.44%	1,593	1,446	10.17%
HR Reference	14	3	366.67%	94	61	54.10%
Circ Phone	473	402	17.66%	3,008	1,901	58.23%
Circ Ready Reference	463	152	204.61%	2,120	966	119.46%
Circ Reference	1,260	173	628.32%	4,095	816	401.84%
Total Edutainment LAN Use	165	177	-6.78%	1,402	1,854	-24.38%
Total Internet Computer Use	1,658	1,754	-5.47%	10,509	9,776	7.50%
Youth Computers	296	265	11.70%	1,271	1,061	19.79%
Adult Computers	1,360	1,487	-8.54%	9,208	8,694	5.91%
Laptop Computer Circulated	2	2	0.00%	30	21	42.86%
Total Electronic Transactions	62,423	37,994	64.30%	286,185	251,221	13.92%
WebSite Hits	52,131	27,887	86.94%	221,821	188,140	17.90%
WebCatalog Sessions	8,891	8,675	2.49%	54,968	53,289	3.15%
Licensed Database Hits	1,401	1,432	-2.16%	9,396	9,792	-4.04%

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

Christy Klien, Library Director

MLA ADVOCACY NEWS

June 2025

House Budget Proposes Flat State Aid to Libraries, Anticipates IMLS Funding Cuts

Yesterday, Michigan's House of Representatives moved its education budget through subcommittee, appropriations and approved the plan on the House floor. Because funding for the Library of Michigan falls under the Department of Education, the House Republicans' budget gives us our first glimpse at their plan for public library funding in the next fiscal year.

Approved in a party-line vote, the House budget bill, HB 4576, preserves state aid to libraries, providing the same \$16.5 million allocation as was approved for the current fiscal year. This is in line with the Governor's original budget proposal for next year as well. Both budgets propose flat state aid to libraries in the amount of \$16.5 million.

Michigan Budget Process Advances Amid Fiscal Uncertainty

March 14 - On March 14, 2025, President Trump issued an Executive Order calling for the elimination of the Institute of Museum and Library Services. The order seeks to eliminate the agency to the maximum extent allowable by law, including laying off staff and cutting programs. The Library of Michigan receives \$4.8 million in IMLS funding each year, which is used in part to fund the Michigan eLibrary and our statewide interlibrary loan system.

March 20 - Less than a week later, on March 20, representatives from the Department of Government Efficiency (DOGE) visited IMLS offices and swore in a new acting director, Keith E. Sonderling. In a press release announcing his appointment, Sonderling said, "We will revitalize IMLS and restore focus on patriotism, ensuring we preserve our country's core values, promote American exceptionalism and cultivate love of country in future generations."

March 31 - By the end of the month, on March 31, all IMLS staff – around 70 employees - received notice that they had been placed on paid administrative leave for up to 90 days.

April 4 - On April 4, attorneys general from 21 states (including Michigan) sued the Trump administration to block its attempts to dismantle IMLS and six other federal agencies.

April 7 - Days later, on April 7, the American Library Association announced that it also filed a lawsuit challenging the Trump administration's gutting of IMLS.

April 30 - By mid-April, MLA had solidified plans to focus our annual Advocacy Day event on raising awareness of the potential loss of IMLS and seek replacement funding through Michigan's budget appropriation process. On April 30, nearly 150 librarians and library advocates traveled to Lansing to visit with their Representatives and Senators. In those meetings, we presented a single ask – fund the Library of Michigan's interlibrary loan program and other statewide initiatives by increasing the state's investment by \$5 million.

May 1 - On May 1, a federal judge halted the elimination of IMLS in response to the lawsuit filed by 21 state attorneys general.

MLA ADVOCACY NEWS

May 2 - On May 2, the Trump administration released its fiscal year 2026 discretionary budget, which proposed eliminating all funding for IMLS.

May 6 - On May 6, the same federal judge who halted the elimination of IMLS announced a preliminary injunction. The court ordered the Trump administration not to implement the March 14 executive order to eliminate IMLS, and to reverse all steps the agency previously took to implement the executive order.

May 20 - On May 20, the Trump Administration released a status report indicating all IMLS staff are returning to work.

June 6 - On June 6, in a ruling issued in ALA's suit against the Trump Administration, a federal judge declined to block the Trump administration's efforts to dismantle IMLS. Still, the preliminary injunction issued in a separate case on May 6 remains in effect, prohibiting the agency from shutting down while that case is pending.

Since the executive order was first announced on March 14, several national groups have led the charge with calls to action to protect IMLS funding. The American Library Association is calling on library supporters across the country to urge Congress to help reverse the executive order and protect federal funding for libraries. EveryLibrary is also promoting steps you can take to help save federal funding for libraries.

Since Michigan Library Advocacy Day in April, MLA has continued educating Michigan legislators on the importance of IMLS-funded programs like MeL and MeLCat, and the need for dedicated state funding for those programs if federal funding is erased. In mid-June, Michigan's Republican-controlled House of Representatives approved a fiscal year 2026 spending bill that did not include an expense line item for IMLS. While this action may point to the House's expectation that the federal government will not continue to provide funding to libraries, it will preclude the Library of Michigan from spending any funding that may still be awarded. Last week, MLA reached out to Michigan House appropriation chairs to request that the line item earmarked for IMLS funding remain in the FY26 state budget. If IMLS dollars are approved, we need to ensure that those dollars have a designated place to be deposited and can be spent on vital statewide library programs.

Michigan Voters Overwhelmingly Reject Book Bans, Show Stronger Support for Libraries in New Statewide Poll

846-sample live operator statewide survey conducted June 6-15, 2025. Included 80% cell phone only respondents - Margin of Error 3.5 points.

LANSING, MI – A new statewide poll reveals Michigan voters increasingly oppose book bans and strongly support their local public libraries. The new poll follows a similar statewide survey on library issues conducted in March 2023, both commissioned by the Michigan Library Association (MLA) and conducted by the public opinion survey and research firm EPIC-MRA. Results confirm a growing statewide resistance to censorship efforts targeting library collections and a significant increase in strong support for public libraries since 2023.

MLA ADVOCACY NEWS

Key findings show:

79% approve of Michigan libraries' work (up from 71%)

75% trust librarians' collection decisions

50% now say books should never be banned (flipped from 42% in 2023)

84% support current library policies on age-appropriate shelving

Only 4% blame libraries for children accessing objectionable content

"It's incredibly gratifying to see the survey results affirm what library staff across Michigan experience every day — that the public trusts their librarians, values intellectual freedom, and believes that everyone deserves to see their story reflected on our shelves," said Jenny Marr, MLA Board President and Executive Director at Capital Area District Libraries. "It's also a powerful reminder, especially in communities facing challenges, that while there may be voices loudly opposing the freedom to read, they do not represent the majority of people in our state."

"In 2023, survey results affirmed that a strong majority of Michiganders support their public libraries and have no appetite for censorship," stated Dillon Geshel, Interim Executive Director of MLA. "These new findings point to increased support for public libraries and the freedom to read, and send a strong message to lawmakers, stakeholders, and library boards: Michiganders want their libraries to remain a gateway to knowledge for all, free of censorship."

Methodology: Live operator survey of 846 Michigan voters, including 80% cellphone-only respondents. Margin of error $\pm 3.5\%$. Regional data available for all 11 Michigan Cooperative Library regions. View the Executive Summary and Demographic Analysis, frequency report, and regional summaries at milibraries.org/statewide-survey-on-library-issues.

PDL Events

July 2025

Maker in Residence Drop-in

Friday, August 1st

1:00 PM - 3:00 PM

Friends of the Library

Members Only

Book Sale

Friday, August 1st

4:00 PM - 5:30 PM

Friends of the Library

Book Sale

Saturday, August 2nd

9:00 AM - 3:00 PM

Closed Sundays

Summer Hours

Sunday, August 3rd

12:00am - 11:59 PM

Maker in Residence Drop-in

Monday, August 4th

6:00 PM - 8:00 PM

Teen Summer Reading Pizza Party

6th-12th Grade

Tuesday, August 5th

6:30 PM - 7:30 PM

Michael Delaware

Victorian Southwest Michigan True Crime

Wednesday, August 6th

6:00 PM - 7:00 PM

PDL Monarch Waystation Tour

How You Can Help the Monarch Butterflies, Too!

Thursday, August 7th

6:30 PM - 8:00 PM

Discover the Harmony of Chinese Traditions

Tea Ceremony and Tai Chi Workshop

Saturday, August 9

1:30 PM - 3:30 PM

Kindergarten Readiness

For Those Entering Kindergarten in the Fall of 2025

Tuesday, August 12th

6:00 PM - 7:00 PM

Estate Planning 101

Learn the basics

Wednesday, August 13th

3:30 PM - 4:30 PM

Rhythm Kids

Drumming Class for 4 to 6 year olds and their caregivers.

Thursday, August 14th

4:30 PM - 5:30 PM

Bedtime Storytime

For children 5 and under and their grownups

Thursday, August 14th

6:30 PM - 7:00 PM

Maker in Residence Drop-in

Friday, August 15th

10:00 AM - 12:00 PM

Kalamazoo McIntosh Users' Group

Saturday, August 16th

9:00 AM - 12:00 PM

Recycled Plush Owl Workshop

Maker-In-Residence Program

Saturday, August 16th

1:00 PM - 3:00 PM

Tobin Buhk, Crime Historian

Michigan's Most Dangerous Women

Tuesday, August 19th

6:00 PM - 7:00 PM

Knot for Profit

A Fiber Arts Club

Tuesday, August 19th

6:00 PM - 8:00 PM

Mindful Meditation

With Nicole Najjar!

Wednesday, August 20th

6:00 PM - 7:00 PM

Maker in Residence Drop-in

Friday, August 22nd

1:00 PM - 3:00 PM

Maker in Residence Drop-in

Monday, August 25th

6:00 PM - 8:00 PM

Kalamazoo County ID Program

Mobile Unit Event

Wednesday, August 27th

3:00 PM - 5:00 PM

Portage District Library
2nd Quarter Report
June 30, 2025

<u>Revenue</u>		Percent of Year Gone -->		50%			
General Ledger Category	2nd Qtr Actual	% of Annual Budget	2025 Annual Budget	YTD Actual	YTD Actual+Enc.	YTD % Received	
Total Tax Revenue	\$ 126,239	2%	\$ 5,927,210	\$ 6,120,054	\$ 6,120,054	103%	
State Aid Revenue	30,195	8%	393,402	393,151	393,151	100%	
Other Revenue	164,297	55%	296,450	547,830	547,830	185%	
Revenue (To)/from Reserves	-	0%	1,621,567	1,621,567	1,621,567	100%	
Other Financial Sources	-	0%	960,300	914,450	914,450	95%	
Total Revenue	\$ 320,731		\$ 9,198,929	\$ 9,597,052	\$ 9,597,052	104%	

Expenses

General Ledger Category	2nd Qtr Actual	% of Annual Budget	2025 Annual Budget	YTD Actual	YTD Actual+Enc.	YTD % Spent
Total Salaries & Wages	\$462,122	21%	\$ 2,215,827	\$997,739	\$1,032,739	47%
Total Fringes & Benefits	185,757	22%	843,864	379,314	391,222	46%
Total Library Materials	185,717	21%	865,481	384,270	470,080	54%
Total Utilities	24,409	15%	165,400	64,616	64,616	39%
Total Buildings	66,682	22%	297,292	110,907	181,352	61%
Total Furnishings & Equipment	5,545	9%	61,750	8,253	56,830	92%
Total Supplies	32,096	13%	256,058	59,279	129,863	51%
Total Professional Services	102,613	18%	577,736	199,086	242,718	42%
Total Other Charges	66,874	13%	529,384	234,648	321,790	61%
Other Financial Uses	0	0%	960,300	914,450	914,450	95%
TOTAL OPER. EXPENSES	\$ 1,131,815		\$ 6,773,092	\$ 3,352,562	\$ 3,805,660	56%
TOTAL CAPITAL PROJECTS	\$ 918,354	38%	\$ 2,425,837	\$ 960,619	\$ 1,317,281	54%
TOTAL EXPENSES	\$ 2,050,169	22%	\$ 9,198,929	\$ 4,313,181	\$ 5,122,941	47%

EFFECT ON FUND BALANCE *	\$ (1,729,438)	\$ (0)	\$ 5,283,871	\$ 4,474,111
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Cash Flow Analysis of all money including prior year(s)

12/31/2024 Audited Total cash (Fund Equity*) minus liabilities	\$ 9,161,422
+ 2025 Revenues	8,682,602
- 2025 Operating Expenses	2,438,112
- Capital Projects	960,619
- General Reserves	857,294
- Building Reserves	50,000
- Benefits Reserve	29,741
- Technology Reserve	111,305
- Patio Feasibility Reserve	4,700
- Personal Property Tax Reserve	805,946
- Building Improvement Reserve	796,325
- Library Endowments	95,766
- Encumbrances	809,760
Total available cash as of 6/30/2025 (Fund Balance*)	\$ 10,884,457

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

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

Property Taxes - Property Tax collections are ahead of pace for this time of year. The Library has surpassed its anticipated collections for year. This is due to a large Brownfield Development District ending in FY2024 that the Library was unaware of the time of budgeting for FY2025. Chargebacks for property tax appeals by the City of Portage and County of Kalamazoo are budgeted at \$12,500 and have only been \$6,236 for the year to date. This amount will increase as the year goes on, but has been under budget in prior years.

State Aid Revenue - The Library has not received its second State Aid payment in the current year. The Library has received its distribution from the Local Community Stabilization Fund for eliminated personal property tax. The distribution was \$362,956. This amount was \$4,556 more than budgeted. The Library received its first State Aid payment in April in the amount of approximately \$30,000. The Library receives two (2) payments per year and at this pace would be more than budgeted by approximately \$30,000 at year-end.

Revenue from Reserves - This category is used to track the inflow of funds from the various Reserve accounts, as well as from Unassigned Fund Balance. As part of the Library's FY2025 budget, the library will maintain 13% of its budget in its General Reserve. In doing so, the General Reserve from the prior year will be increased by \$60,968 in FY2025. Funds have been added to the FY2025 budget for the following items: prior year encumbrances (\$1,650,110); restricted donations received in FY2024 (\$25,635); and for a Purchase Order error (\$6,790).

Other Revenue - Other Revenue is well ahead of pace for this time of year. Interest income will be collected throughout the year as interest is earned. Revenue from interest in the 1st two quarters is greater than the annual budget. Fines and Fees are slightly ahead of pace for the year. The Library does not budget for donations, but instead chooses to request budget amendments when they are received and needed for use. The Library has received approximately \$269,000 in donations and grants during the year that it has not requested budget amendments in order to spend. Penal Fines are budgeted at \$50,000, but will not be collected until July. The Library will receive a distribution from the Michigan Municipal Risk Management Authority (MMRMA) for building insurance premiums.

Other Financing Sources/Uses - The Library pays its debt obligation out of its Debt Service Fund, and not the General Fund, which is used for the vast majority of Library activity. Therefore, this line represents a transfer of funds from the General Fund to the Debt Service Fund to service the debt payment. Debt payments are due on May 1 and November 1. The May 1st debt payment was paid by ACH on April 25, 2025 in the amount of \$914,450.

Salaries & Wages - Salaries & Wages are slightly below pace for this time of year. The Library is close to fully staffed, but does currently have one (1) part-time positions open in the Circulation Department. The unspent funds are due to positions being briefly open throughout the year, as well as funds available for staff bonuses at year end.

Fringes & Benefits - Fringes & Benefits are less than 50% expended as of June 30, 2025. This is due to two (2) employees opting out of the Library's insurance plan and picking up a spouse's insurance plan. Based on this scenario, there should be a surplus of funds at the end of the year.

Library Materials - This category shows that it is slightly ahead of pace for this time of year. This is due to a large amount of encumbered funds coming into FY2025 from the prior year. The effect of those encumbrances will ease as the year progresses. The majority of accounts are close to the 50% expended level for the year. There are no current concerns that any account is underfunded.

Utilities - Utilities are under budget for this time of year. Gas & Electric comprise the largest expenditure line in this category and expenditures have been below budget. Through two quarters of FY2025, gas & electric expenses are \$12,000 below the budgeted amount. The cause of this may be due to warmer winter weather resulting in less usage. It is too early to determine if this category will be under budget at year-end.

Building - Year-to-date actual and encumbrances are greater than the 50% target. The Library has set up encumbrances for anticipated building and equipment maintenance for the year. Therefore, there is a large proportion of the budget accounted for at this time.

Portage District Library
2nd Quarter Report
June 30, 2025

Furnishings & Equipment - The library has budgeted \$16,550 for new expenditures in this line for FY2025. It has since increased that budget by \$39,000 for FY2024 encumbrances and \$6,200 for items approved as part of the 2024 donations request. A portion of those funds have been purchased or encumbered. Funds in this category should be spent before the end of the year.

Supplies - The supply category is on target for this time of year. The majority of accounts in this category are used on an as needed basis. The library has tried to adopt a very conservative approach to its spending for lines such as supplies. There are no concerns at this time that any account will be over spent by year-end.

Professional Services - This category is slightly lower than the 50% target for several reasons. The Library has several lines that have projects that are in various stages of completion. These projects include: Phase II of the salary & wage study, contracting a fractional HR consultant; various small projects for the Library's attorneys, as well as annual subscriptions to online software that are expensed early in the year. There are no concerns at this point with any lines within this category being over budget for the year.

Other Charges - This category is ahead of pace for this time of year. Lines in this category include programming, training and maintenance and support for the various hardware and software located throughout the Library. There are several contracts that begin in January or February of the year. Therefore, a significant portion of the budget is used early in the year for these annual contracts.

Capital Projects - This category is on pace for this time of year. Projects designated under the Technology Plan typically begin in the 4th quarter. The Library has made its largest debt payments in May, \$914,450.

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

July 2025

As an elected, public governance body, the Library Board will generate and retain official board meeting minutes and other board records in a manner that complies with the Michigan Open Meetings Act (Public Act No. 267 of 1976, as amended.)

Policy: 1. Minutes will be produced for all library board meetings, and will contain:

- a. Information about the agenda topics, and the date, time and location of the board meeting.
- b. A list of all attendees/absentees.
- c. A brief summary of any public comments, staff presentations or discussions.
- d. A record of any decisions made at the meeting; motions made with the results (may include a very brief summary); and a record of all roll-call votes.
- e. A listing of other topics discussed (may include a very brief synopsis of the discussion.)
- f. A list of unresolved issues or other items to be carried forward to the next month (may include a brief discussion).
- g. References to any pertinent supporting documents, as deemed appropriate by the Library Director, Board Secretary or as requested by the Library Board.

Director's Response:

The contents of the minutes produced for the Portage District Library Board include: (1) date, time, location and agenda topics for the meeting; (2) list of attendees and absentees; (3) summary of public comments and all other discussions; (4) a record of decisions and motions made and votes taken; (5) a list of other topics discussed; (6) a list of unresolved issues or other items to be handled at a future date; and (7) references to pertinent supporting documents.

In compliance with the State of Michigan's OPEN MEETINGS ACT 267 of 1976, requiring **proposed minutes to be available for public inspection within (8) business days after the meeting**, the board meeting minutes are e-mailed to trustees for review, made available at the Adult Information Desk for public inquiry, and kept on file in the Library Office for easy access and referral. A list of any issues needing further consideration is maintained and used to generate agenda items for subsequent board meetings. **Approved minutes will be available for public inspection within (5) business days after the meeting** and are made available on the library's website, at the Adult Information Desk, and kept on file in the Library Office for easy access and referral.

Every effort is made to produce professional, informational and accurate minutes of board meetings that will be retained in Library Archives as the only permanent record of Library Board activities and the chronological progress of the Portage District Library over the years.

Policy: 2. RETENTION of library board meeting official minutes, notes, and audiotapes will be kept according to the official record retention schedule adopted by the State of Michigan as follows:

- a. For open session library board meetings, official minutes will be **retained indefinitely**.
- b. For open session library board meetings, **recordings will be retained until official minutes are approved by the Library Board**, after which the recordings will be deleted.
- c. For open session library board meetings, **notes taken by the Library Board Secretary for the purpose of producing official board meeting minutes will be retained until official minutes are approved by the Library Board**, after which the notes will be deleted.
- d. For closed sessions of library board meetings, official minutes will be recorded but will not be available for public inspection unless disclosure is required by a civil action. **These closed session minutes may be destroyed one year (365) days and (1) day after approval of the minutes of the regular meeting at which the closed session was approved.**

NOTE: Except for minutes taken during a closed session, all minutes are considered public records, open for public inspection, and must be available for review (on the library's website and in print) as well as copying at the address designated on the public notice for the meeting.

***Director's
Response:***

The process for retaining minutes of Library Board meetings is followed according to this Executive Limitation Policy. The Board Secretary maintains all Library Board meeting files and complies with all retention period requirements.

Open session board meeting minutes in print are kept indefinitely. Recordings and notes for each open session library board meeting are kept until official minutes are approved by the Library Board and are subsequently destroyed.

After each board meeting, minutes are filed by board meeting dates in both the Library Office and in library archives in the Heritage Room. These files are weeded at the end of the fiscal year and old board meeting files with minutes are rotated out of the active file into the Business Storage Room.

Closed session minutes are kept separately from regular session minutes, and are not made available to the public.

Memo

Continued Discussion About Plans for 2025 Library Board Retreat

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

BACKGROUND:

The Portage District Library Board typically holds an Annual Retreat in the fall. Over the years, trustees have participated in many different activities for their retreat. It is usually a learning opportunity for trustees and library administrative staff to experience together.

Continued discussion for the 2025 Library Board Retreat has been placed on the agenda for the July 28, 2025 meeting for discussion.

Memo

Heritage Room Policy Updates

To: Portage District Library Board
From: Christy Klien, Library Director
Date: July 24, 2025

June is the month that the Heritage Room Policy is up for annual review. Following the June Board Meeting, it had come to our attention that an outdated copy of the Heritage Room Policy was included in the packet. The following pages contain the 2024 Heritage Room Policy. New wording is underlined; the removed sentence has a strike-through. The 2025 Heritage Room Policy that will be posted on the Library's website containing the edits follows.

Heritage Room Collections and Use Policies

I. Materials Acquisition

Materials may be added to the Heritage Room Collection through donations, gifts, purchases, trades from individuals or institutions or via deposits from governmental bodies.

II. Donations

- A.** The Heritage Room Coordinator will accept donations for the Heritage Room that: complement existing collections; add to the history of the immediate community, surrounding area and state of Michigan; and/or develop collections of specific interest to the general public.
- B.** The Heritage Room Coordinator reserves the right to reject any donated material if said donated material is deemed to be unsuitable for the Heritage Room by reason of subject, format, condition or restrictions. Any donation that comes with a restriction will be reviewed by both the Heritage Room Coordinator and the Portage District Library Director to determine if said item(s) will be accepted or declined due to the nature of said restriction(s).
- C.** Items accepted into the Heritage Room Collection become the sole property of the Portage District Library. If at any time after acquisition/donation an item is determined to be outside the scope of the Heritage Room Collection, it may be deaccessioned and disposed of according to the terms of the "Material Disposition Form" which accompanies the Deed of Gift.
- D.** For every donation received, a "Deed of Gift" agreement will be filled out by the Heritage Room Coordinator and then signed by both the Coordinator and the Donor.
- E.** The Heritage Room's primary collecting focus is on original materials with copies/reproductions taken only to fill gaps in the history of the community or when such copies contain significant historical information about the area. Copies or reproductions of materials shall not be taken by the Heritage Room unless the donor possesses the original version(s) of the item(s). Copies/reproductions will be processed the same as original items with the exception that use restrictions will be permitted from the donor, once again providing the item is of significant local historical interest. Any item loaned to the Heritage Room for copying/scanning shall be returned to the owner within one week's time.

III. Drop-off Items

The acceptance of any material left in the Heritage Room without contact information (i.e. dropped off) will fall to the sole discretion of the Heritage Room Coordinator. If said material is accepted, a deed of gift will be created with the header "Unknown Donor." If the item(s) is/are determined to be of no use to the Heritage Room Collection, it/they will be properly disposed of after a two-week waiting period.

IV. Loaned Items

- A.** Due to space restrictions within the Heritage Room, historic items may not be placed on long term loan/storage. Any item loaned to the Heritage Room for display purposes shall be returned at the conclusion of the display run.
- B.** All loaned items will be documented in writing including condition and length of loan and will be signed off by the loaner and the Heritage Room Coordinator. One copy will be given to the loaner; one copy will accompany the loaned item(s) and one copy will be placed in the "loaned item" file. Upon return of the item, the loaner will sign off on the return and the Heritage Room copy will be retained for thirty (30) days after the item has been returned.

V. Use Policies

- A.** The use of sensitive, rare and/or fragile materials by the general public shall be determined by the Heritage Room Coordinator. If an item is deemed to be as such that the original may not be used a suitable copy will be provided in lieu of the original.
- B.** All volumes located within the public space of the Heritage Room shall be catalogued in the same manner as all other Portage District Library materials and will receive a distinguishing label of "HR" on their spine label along with the pertinent Dewey Decimal number. Certain volumes deemed to be of historical significance shall receive a "archival catalog bookmark" in lieu of the spine label.
- C.** Certain volumes within the Heritage Room reference collection will be available for checkout and will be identified by a clear red tag placed over the spine label. All material available for checkout will follow the same standards as library material in the Adult Non-Fiction Collection. Items that do not contain a clear red tag are treated as reference and may not be checked out unless approved by the Heritage Room Coordinator or the Portage District Library Director.

Heritage Room

Collections and Use Policies

I. Materials Acquisition

Materials may be added to the Heritage Room Collection through donations, gifts, purchases, trades from individuals or institutions or via deposits from governmental bodies.

II. Donations

- A.** The Heritage Room Coordinator will accept donations for the Heritage Room that: complement existing collections; add to the history of the immediate community, surrounding area and state of Michigan; and/or develop collections of specific interest to the general public.
- B.** The Heritage Room Coordinator reserves the right to reject any donated material if said donated material is deemed to be unsuitable for the Heritage Room by reason of subject, format, condition or restrictions. Any donation that comes with a restriction will be reviewed by both the Heritage Room Coordinator and the Portage District Library Director to determine if said item(s) will be accepted or declined due to the nature of said restriction(s).
- C.** Items accepted into the Heritage Room Collection become the sole property of the Portage District Library. If at any time after acquisition/donation an item is determined to be outside the scope of the Heritage Room Collection, it may be deaccessioned and disposed of according to the terms of the "Material Disposition Form" which accompanies the Deed of Gift.
- D.** For every donation received, a "Deed of Gift" agreement will be filled out by the Heritage Room Coordinator and then signed by both the Coordinator and the Donor.
- E.** The Heritage Room's primary collecting focus is on original materials with copies/reproductions taken only to fill gaps in the history of the community or when such copies contain significant historical information about the area. Copies or reproductions of materials shall not be taken by the Heritage Room unless the donor possesses the original version(s) of the item(s). Copies/reproductions will be processed the same as original items with the exception that use restrictions will be permitted from the donor, once again providing the item is of significant local historical interest. Any item loaned to the Heritage Room for copying/scanning shall be returned to the owner within one week's time.

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Memo

Internet Filtering Discussion

To: Portage District Library Board
From: Christy Klien, Library Director
Date: July 24, 2025

BACKGROUND:

The Portage District Library is required to discuss internet filtering annually at a public board meeting in accordance with Children's Internet Protection Act (CIPA) in order to apply for USF E-Rate funding.

The FCC statement is as follows:

"Schools and libraries subject to CIPA may not receive the discounts offered by the E-rate program unless they certify that they have an Internet safety policy that includes technology protection measures. The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors). Before adopting this Internet safety policy, schools and libraries must provide reasonable notice and hold at least one public hearing or meeting to address the proposal."

The library currently has an Internet Policy that addresses the above requirement. In Section III of the Library's Internet Policy we state that all library workstations and all library wireless connections are filtered to comply with Children's Internet Protection Act ("CIPA") and Michigan's Public Act 212 of 2000 ("PA 212").

The library uses the following technology and services to comply with its policy. Cisco Umbrella has been configured to filter DNS requests from all wired and wireless devices at the Portage District Library in accordance with CIPA. The filtering profile has been extended to remote proxy and anonymizers categories to prevent a means to bypass its filtering. The library utilizes MobileBeacon and Sprint (now T-Mobile) to apply CIPA filtering on all of its circulating hotspots.

RECOMMENDATION:

I recommend that the Library Board vote to continue to maintain its CIPA compliant Internet Policy and allow the library to pursue USF E-Rate funding for all eligible technology and services.

Computer and Internet Use Policy

I. General Statements Regarding Internet.

A. Internet Access.

The Portage District Library provides access to a broad range of information resources, including those available through the Internet. Access to the Internet enables the Library to expand its information services significantly. This Policy applies to both the Library owned computers and wireless access available at the Library.

B. Validity of Information.

The Internet offers access to a wealth of information and Internet sites including useful ideas, information and opinions from around the world. However, not all sources on the Internet provide information that is accurate, complete or legal. Internet Users will need to evaluate for themselves the validity of the information found.

C. Library Does Not Endorse Information on Internet.

Because the Internet is a vast and unregulated information network, it also enables access to information, ideas and commentary beyond the confines of the Library's mission, selection criteria, and collection development policies. The provision of access does not mean or imply that the Library endorses or sanctions the content or point of view of any of the information or commentary that may be found on the Internet.

D. View Internet at Own Risk.

The Internet may contain information that is controversial, sexually explicit or offensive. Users are cautioned that ideas, points of view and images can be found on the Internet that are controversial, divergent and/or inflammatory. Because of this and the fact that access points on the Internet can and do change often, rapidly and unpredictably, the Library cannot protect individuals from information and images which they might find offensive, disturbing or inaccurate. Library patrons use the Internet at their own risk. Parents or guardians of minor children are responsible for their child's use of the Internet through the Library's connection as stated more fully below.

E. No Liability.

The Library assumes no responsibility for any damages, direct or indirect, arising from its connections to the Internet. Patrons shall use Library computer hardware and software at their own risk. The Library is not responsible for equipment malfunction, loss of data, any damages to the User's disks, data, or electronic transactions of any type. The Library is not responsible for the loss of any portable media.

II. Nature of the Public Library Setting.

A. Respect Others.

Because Library Users of all ages, backgrounds and sensibilities are using the computers, Library patrons are asked to be sensitive to other's values and beliefs when accessing potentially controversial information and images.

B. Use with Caution of Risks.

Users are cautioned that, because security in an electronic environment such as the Internet cannot be guaranteed, all transactions, files and communications are vulnerable to unauthorized access and use.

III. Internet Filtering; Children Under 18

A. Internet Filtering – General.

i. Filtered Access.

In order to comply with the requirements of the Children’s Internet Protection Act (“CIPA”) and Michigan’s Public Act 212 of 2000 (“PA 212”), all computer terminals are filtered. Further, the Library’s wireless access is also filtered. Filtered access means the computer or wireless system has a program installed that is designed to restrict minors¹ from receiving obscene material or sexually explicit material that is harmful to minors as defined by PA 212 and visual depictions that are obscene, child pornography or harmful to minors as defined by CIPA. This filtering method is designed to prevent access by minors to inappropriate matter on the Internet. Children under the age of 18 shall only use the Library computers designated and posted for use by minors.

ii. Safety of Minors Regarding E-Mail.

The Library does not filter e-mail or other direct electronic communications. It is the responsibility of the parent or guardian to educate the minor on safety and security and monitor the use of these communications.

iii. Internet Access.

Patrons wishing to access the Library’s workstations must possess a valid library card or internet user card. If a patron doesn’t have either then he/she must register for a card at the Checkout desk. Then, the patron must read and accept the Library’s Internet Use Policy. All patrons should be able to show proof of identification if requested by a staff member.

B. Internet Filtering – Patrons 18 Years of Age or Older.

i. Disable Filters.

Patrons 18 years of age or older may request to have the filters disabled for bona fide research or other lawful purposes. The Library’s wireless access cannot be disabled, so any patron who desires to have the filters disabled must use the Library’s computers.

ii. Unblock Sites.

Individuals 18 years of age or older who believe an Internet site has been improperly blocked can request that the site be “unblocked.” A decision on the site’s status will be made by the Director or his or her designee, who will prepare a written reply to the individual submitting the form.

C. Internet Filtering – Patrons Under 18 years of Age.

i. Responsibility of Parents and Legal Guardians.

As with other materials in the Library’s collection, it is the Library’s Policy that parents or legal guardians are responsible for deciding which library resources are appropriate for their children. The Library urges parents and guardians to discuss Internet use with their children and to monitor their use of this educational tool. Parents and youth patrons are encouraged to talk to the Librarian regarding both the benefits and pitfalls inherent in its use.

ii. Un-filtering Terminals.

Minors who are 17 years old may only have the filters (filters used to filter visual depictions of obscenity, child pornography and material that is deemed harmful to minors as prohibited by CIPA) disabled on a computer used by that patron for (1) bona fide research or other lawful purposes and (2) only if a parent or legal guardian has accompanied them to the Library and is sitting at the computer station or terminal at all times. Patrons under the age of 17 may not ask for the workstation to be unfiltered pursuant to the requirements of CIPA.

¹ Under Michigan Law, “adults” are 18 years of age or older. CIPA defines an adult as 17 years of age or older. As required by CIPA, 17 year olds may have the filter disabled, but only as specifically described in Section C.3 below.

iii. Unblocking Websites.

Patrons under the age of 18 may request in writing that a particular site be unblocked, but only if the site does not include obscene or sexually explicit material deemed harmful to minors or other material prohibited by law. The Library Director shall make that determination.

IV. Procedure for Use.

A. Reservation/Time Limits.

- i. If a User wishes to use the Internet station, the User may use a computer if he/she has a valid library card or internet user card. Internet computers are available on a first come first served basis. There are no waiting lists and time extensions are not granted when library computers are at capacity.
- ii. Patrons are required to sign in using their valid barcode and pin.
- iii. The Patron must possess a valid (not expired) library card or internet user card.
- iv. The User may sign up to use the Internet station for periods of only one(1)hour at a time for one time per day. Use of the Internet stations is available on a first come, first served basis. If no one is waiting, the User may use the terminal for additional 30 minute increments until another User signs up to use the terminal.
- v. Patrons must sign out by clicking the "End Session" button. Upon clicking the button the computer will reboot and reset the computer for the next patron.

B. Availability.

The public computers are only available for use by Users if they are not being used for Library purposes, such as classes, staff training or special programs. The Library reserves the right to have first priority of use for Library uses, sponsored events or co-sponsored events. Library patrons should be aware that there are some computers that are limited to only the online public access catalog and research databases and have been kiosk for the intended use. The online public access computers are available on a first come, first served basis.

C. Closing.

All computers and printers are shut down ten (10) minutes before the Library closes.

D. Reimbursement for Printing.

The library has a print vending system through which Patrons pay for printed materials. Currently the Library charges ten (\$.10)cents a page for black and white printing and seventy-five (\$.75) a page for color printing. Print jobs are retained for reprinting purposes until the end of the day at which time the print jobs are purged. The Patron shall be responsible for all printing costs, so Patrons are encouraged to use "print preview" so that they are aware of the number of copies.

V. Acceptable Use.

All Users of the Library's Internet connection and workstations are expected to use this resource in a responsible and courteous manner, and to follow all rules and procedures as established in this Policy.

A. Lawful Use.

The Library Internet connection and workstations shall be used in a lawful manner. The Library's Internet and workstations cannot be used for any fraudulent or unlawful purpose prohibited under any applicable federal, state or local law, including, but not limited to, accessing material that can be classified as obscene or child pornography.

B. Intellectual Property.

Users must respect intellectual property rights and obey the copyright laws of the United States and all other intellectual property rights. Responsibility for any consequences of copyright infringement or violations of other laws or agreements lies with the User. The Library expressly disclaims any liability or responsibility resulting from such use.

C. Use Must Not be Harmful to Minors.

Michigan law prohibits Users from allowing minors access to sexually explicit materials harmful to minors. Internet Users shall also not permit any minor to view sexually explicit material or any other material deemed harmful to minors.

D. Compliance with Patron Behavior.

The same rules apply to the use of the Internet as with the use of any other Library materials. The Library has adopted a Patron Behavior Policy. All Internet Users must comply with the Library's Patron Behavior Policy, which shall be posted in the Library.

E. Privacy; Unauthorized Access.

Users must respect the privacy of others by not misrepresenting oneself as another User; by not attempting to modify or gain access to files, passwords or data belonging to others; and by not hacking or seeking disallowed access to any computer system via the Internet.

F. Time Limit.

Failure to leave a computer terminal upon the expiration of the allotted time is a violation of this Policy.

G. Personal Software Prohibited.

The Users shall refrain from use of personal software, the attachment of equipment to the Library's computers or networks or the modification of any operating system or network configuration. The User shall also refrain from downloading/uploading files to/from the Library's computers.

H. System Modifications.

Users are not permitted to change the security setup, operating systems, the network configuration or any other configuration of any Library computer workstation without authorization. Users may not damage or gain unauthorized access to the computer or network or repeatedly or intentionally visit websites that introduce spyware, malware, virus or other damaging programs.

I. Damage.

The User shall be responsible for repayment of any costs to the Library for damage to the computer terminals or system.

J. Terminal Use.

- i. Only two (2) people may use a workstation.
- ii. No person may stand behind another person.
- iii. Upon request, Library staff members may approve and allow additional Users at a workstation.

K. Personal Information; Unauthorized Release.

No patron, including minors, may engage in the unauthorized disclosure, use and dissemination of personal information of any person, including minors.

L. Saving Files and Documents.

Patrons who wish to have a permanent record of their work need to save files and documents on their own portable media. Library computers do not allow Users to permanently save documents or personal files to the hard drive.

M. Purposes; Prohibited Uses.

The Library's Internet resources should be used for educational, informational and recreational purposes only. The Library's Internet access shall not be used for personal profit or commercial activities, including the sale of goods and services or fund raising. The Library Internet is intended for information gathering only.

N. Chat Rooms; Instant Messaging.

The use of chat rooms and instant messaging is prohibited.

VI. Violations of Internet Use Policy.

The Library Director or the Director's designee may restrict access to Library facilities by (1) terminating or limiting computer, internet access or Library facilities; (2) immediately dismissing the patron from the premises; (3) suspending the patron's access to Library facilities for a set period of time; or (4) 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:

i. 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, police may be called.

ii. Subsequent Violations.

The Director or the Director's authorized designee may further limit or revoke 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 violations of law (including child pornography and allowing minors to view sexually explicit or other material deemed harmful to minors), violence, threatening behaviors, sexual or other harassment, vandalism, theft or attempted theft, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:

i. 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. The Incident Report shall specify the nature of the violation.

ii. 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 revoke 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 revoked 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. The Director or the Director's designee may attach conditions to such reinstatement and shall provide written notification of those conditions and the duration of the conditions.

E. Civil or Criminal Prosecution

Illegal acts involving the Library's Internet access service may be subject to civil or criminal prosecution.

VII. Right of Appeal.

Patrons may appeal a decision to (1) limit or revoke privileges or (2) attach conditions to reinstatement by sending a written appeal to the Library Board within ten (10) working days of the date the privileges were revoked or limited or the written statement of conditions was provided, whichever is applicable. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

VIII. Staff Assistance.

Staff may assist Library Users in getting started on the Internet. However, the Library cannot guarantee that Internet-trained staff will be available to assist Users at all times the Library is open. Because of the many different applications available on the Internet, staff may not be able to provide specialized or technical knowledge about a particular application. Users who need training on Library software or digital collections should request an appointment.



Portage District
LIBRARY

STRATEGIC PLAN 2023-2026

SECOND QUARTER UPDATE 2025



Strengthening the Community

We facilitate community members learning, creating, and bridging divides.

GOAL 1: Enrich the lives of community members by providing innovative and ample outlets for expressing creativity.

Activities:

1.1.1 Invest in cutting edge technology in the Makerspace, Creation Station, and Library of Things service areas to provide learning opportunities for patrons.

UPDATE:

Here are the number of people that visited the Makerspace during Staffed Hours during the Second Quarter:

April: 366

May: 347

June: 503

We typically see an increase in the number of visitors during Staffed Hours during the Summer months.

1.1.2 Create opportunities for patrons' creative work to be displayed and highlighted at the library.

UPDATE: -

-In April and May, the atrium featured Judy Walters's beautiful artwork.

-In May and June, Steve Rossio put Ken Fischer's Vietnam photography in the café in commemoration of Memorial Day.

-In June, Ron Dumont and friends featured rabbits in their annual animal show in the atrium and Steve Ellis let us borrow his vintage Tiger's memorabilia for the display cases.

This quarter Youth Staff Laura Wright began a collaboration with Adult Staff Rachael Wiegmann to host a multigenerational three-part art series with local artist Laura Wieler. The goal is to build connection through community art and collage. The culmination of this will be an art reception where artist trading cards can be displayed and exchanged.

GOAL 2: Build and expand vibrant partner plans with organizations working towards aligned goals.

Activities:

1.2.1 Partner with community organizations to host programming.

UPDATE:

We contacted 33 local organizations, all of which expressed interest in continuing or starting partnerships with us. We held programming or events with 29 of those organizations. 2 of those contacts are pending, while 5 of them have made plans for future programming or events with the library.

1.2.2 Consult with existing and potential community partners about effective ways to meet community needs.

UPDATE:

The Makerspace Staff highlighted the Makerspace at the Pride Festival in June. They by created magnets with a literary and LGBTQ+ theme and brought them to Pride to give away. Makerspace Staff also made a variety of button designs with an LGBTQ+ theme so Pride Festival goers could create their own buttons

Teen Services Librarian Olivia Pennebaker and Youth Services Staff Member Karina Gluys hosted Teen Advisory Group, where teens had the opportunity to give feedback on library programs and collections. Teen feedback included designing grand prize packs for the Teen Summer Reading Program, choosing ice cream flavors for the Teen Ice Cream Social, and selecting toppings for the Teen Mashed Potato Sculpture Extravaganza.

GOAL 3: Implement targeted community engagement campaigns and create routine feedback opportunities for patrons.

Activities:

1.3.1 Prioritize directions for outreach including staff connections and community interest.

UPDATE:

There was targeted outreach with a focus on senior communities, making community resources accessible (Mobile ID Unit), and attendance at city-sponsored events.

STEAM Librarian Jane Fleming attended both the Farmer's Market and Festival on the Flats in the month of May to talk to patrons about what they can do in the Makerspace.

Based on input from last year's Summer Reading Program participants, Youth Staff added an additional book prize for 45 days of reading and reduced commitment to weekly and final raffles.

1.3.2 Create a robust feedback system to allow data from multiple sources to be analyzed and shared with the staff and community.

UPDATE: No update for this quarter.

Extraordinary Experiences

We provide exceptional services that lead to delightful and meaningful interactions.

Goal 1: Position the library in unexpected ways in the community.

Activities:

- 2.1.1 For outreach to under served populations, prioritize access to regular remote circulation of materials and personal connections with Library staff.**

UPDATE:

Books by Mail launched on June 1, 2025. Promotion of the new service increased our home-based users by almost 10% and there were 2 applicants for Books by Mail services specifically in the first month.

Youth Staff collaborated with school media specialists from 3 Elementary schools to help provide library services during school library closures. This involved purchasing 1,626 books specifically for these schools, checking titles out to each school, delivering books to the schools, and picking up the books at the end of the school year.

Youth Staff is using a portion of this collection to circulate materials for the YMCA's summer childcare program, delivering new materials weekly.

- 2.1.2 Prioritize offsite outreach opportunities that target those who have barriers to in-building services.**

UPDATE:

We attended 17 events that were offsite including presentations on library services, services to senior communities, those with disabilities or chronic illnesses, and partnerships with state-offered resources.

An increased library presence at city events over the last few years has contributed to a positive community expectation that the library will be there and able to offer services.

Goal 2: Equip staff to provide caring, responsive service to support the information and life-stage needs of community members.

Activities:

- 2.2.1 Develop and execute training to educate staff on diversity, equity, inclusion, and accessibility (DEIA) principles, ensuring their effective implementation throughout the organization.**

UPDATE:

- 2.2.2 Conduct staff trainings to enhance their skills in providing empathetic support and social emotional assistance to patrons.**

UPDATE: There is no update at this time.

Goal 3: Celebrate and strengthen the community's social fabric by incorporating relationship building opportunities in library programs and throughout the building.

Activities:

2.3.1 Host more programs that foster interaction and community.

UPDATE:

The adult department hosted several programs that created connections in the community. During the second quarter, we offered programs with Jerry Berg from the Swordsmanship Academy, Community Homeworks, artist Natalie Budnick, Mindfulness Meditation with local therapist Nicole Najar, Creating for Every-body, 60's Trivia, and Hairstylist Mary Reed.

- Author Hop had 27 authors.
- Compassion and Choices visited in May and presented about End-of-Life choices.
- Five book groups were hosted, while one was held at Brewery Outre as a Silent Book club.
- We hosted one food program and a nutrition series: Cooking Demo with Nancy Lee Bentley while Gretchen Kauth presented the nutrition series.
- Adult and Youth staff hosted a multi-generational program with Cut and Placed for collage bookmarks.
- Jane Fleming and I have made plans to go to WMU's Adult Wellness Programs facility in September. We are going to bring the button maker and hopefully make plans for another visit.
- I went to Gun Lake to plan a program with Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians. This is in the works and hopefully we can build a relationship with them.

We continued to offer social crafting groups in the form of Purl for Portage and Knot for Profit which average 12-20 attendees each month. We repeated Grown-Up Slime Time from last year which always brings fun and whimsy to the group and encourages a lot of conversation. We also wrapped up the Fall through Spring Sound Immersion sessions which has created a supportive and tight-knit community of people who come to the library once a month for self-care.

The warmer weather brought the start of city-sponsored events which we attend, such as the Farmer's Markets, Scaln' Up for Summer, and Friday at the Flats. All of these events often foster a sense of community as everyone comes together.

Makerspace programs naturally foster interaction and community. As patrons work side by side creating things, they learn from each other and about each other.

Here are some of the programs hosted by Makerspace Staff in the Second Quarter:

Sunday, April 6y Casting in Silicone, taught by Makerspace Assistant Sean Cornish
Tuesday, April 8 Design with Canva, taught by Makerspace Assistant Haley Labian
Thursday April 17 Springtime Paper Collage, taught by guest artist Sarah Lindmark
Tuesday, April 29 3D Design, taught by STEAM Librarian Jane Fleming
Thursday, May 15 Sublimation Notebooks, taught by STEAM Librarian Jane Fleming
Sunday, May 18 Introduction to InkStitch, taught by Makerspace Assistant Sean Cornish
Thursday, May 22 Bracelet Making, taught by guest artist Cynthia Kennedy
Thursday, May 29 Cyanotype Art, taught by Makerspace Assistant Haley Labian
Tuesday, June 10 Acrylic Flower Tote, taught by guest artist Theresa Wheatley
Tuesday, June 17 Diamond Art, taught by STEAM Librarian Jane Fleming
Thursday, June 26 We Love Axolotl's! taught by Jane Fleming and Kristy Zeluff

2.3.2 Investigate framework that helps people share differing viewpoints in a safe space.

UPDATE: Documentary and Doughnuts completed it's 24-25 season with a whopping 20 people at the final documentary about Umberto Ecco's library.

Investing in the Future

We help the community evolve and grow.

Goal 1: Maintain high-quality staff by investing in hiring, orientation, and retention practices that are equitable and inclusive.

Activities:

3.1.1 Review staff wages and adjust based on the results of the compensation study.

UPDATE: There is no update at this time.

3.1.2 Create a standardized orientation and cross training.

UPDATE: There is no update at this time.

3.1.3 Implement robust internal communication procedures.

UPDATE: There is no update at this time.

3.1.4 Create a performance evaluation system that encourages open communication and clear expectations.

UPDATE: There is no update at this time.

Goal 2: Provide technology access and learning opportunities for community members so they are confident navigating an evolving digital world.

Activities:

3.2.1 Offer a robust, cutting-edge catalog for patrons to access our full collections including Library of Things, e-resources, and databases.

UPDATE: There is no update at this time.

3.2.2 Create promotional campaigns to highlight the library's services.

UPDATE:

Youth collections and displays were featured on Facebook 5 times this quarter. These posts helped bring our displays to a wider audience. Posts helped highlight specific items such as We Recommend book bags, as well as show off the curated displays that reflect various holidays or themes that Youth Staff put a lot of time and thought into.

3.2.3 Invest in more device offerings.

UPDATE:

New Equipment and software added to the Makerspace: F1 Ultra laser Engraver and Hatch Digitization software for embroidery

New Kits: Perler Beads Creative Kit, Procreate Digital Drawing Creative Kit, Chalk Table Creative Kit, and Edison Robots STEM Kit

Adult Library of Things: Jackery Solar Panels, high-end board games, and a tournament regulation cornhole kit have been introduced to the Library of Things.

Goal 3: Find ways to be welcoming and inclusive through collections, programs, displays, messaging, and facilities.

Activities:

3.3.1 Create successful collection display practices.

UPDATE:

The Adult Services CSAs and Circulation employees rotate book and information displays once a month. This quarter's displays have been:

April – Libraries, National Poetry Month, National Afternoon Tea Month, Superman Day

May – Spring Reads, AAPI Heritage Month

June – BBQ/Soul Food Cookbooks, Pride Month, Juneteenth, and Bonnets & Buggies Romance

3.3.2 Improve access to and visibility of collections/services that meet local needs and interests. Prioritize currency, responsiveness, local information, and ties to library and local events.

UPDATE:

Quarter 2 Teen Room displays prioritized inclusivity by focusing on Arab American Heritage, Asian/Pacific Heritage, and LGBTQ+ Pride.

3.3.3 Prioritize accommodating people with disabilities when designing or selecting offerings

UPDATE:

On Wednesday, June 25, Jane Fleming brought the Makerspace to an assisted living facility, Fountain View. She worked with 10 residents there, helping them make buttons. They had a great time and we are planning a repeat visit. They have specific requests for images for the next time she comes.

PORTAGE DISTRICT LIBRARY TECHNOLOGY PLAN 2026-2028



**Submitted by
Rolfe Behrje
Portage District Library Systems Administrator**

EXECUTIVE SUMMARY

What is the 3-Year Technology Plan?

The Portage District Library's 3-Year Technology Plan serves as a guide for the library's technology goals and objectives. This document describes the technology initiatives for the next three years as part of a library-wide effort to fulfill the library's mission, vision, and Strategic Plan. This plan is a living plan and the technology activities and projects described in it are "proposed activities" and may change with the needs of the library and its patrons.

How is the 3-Year Technology Plan Developed?

As a way of focusing attention and expertise on technology matters, the library has teams addressing social media, web services, technology, public access projects and staff projects. These teams engage in various activities including identifying technology needs; researching & discussing new technologies; and making recommendations to library administration for possible adoption of new technologies at the library. With the dramatic growth of the technology, internet services and smart devices, the various teams add voices and knowledge to the library's technology plan. This open, decentralized method is the reason that the library is a high-quality reliable resource for its public.

What is the Process Followed to implement the 3-Year Technology Plan?

Library teams conduct extensive research, explore technology options for the library, test hardware and software and recommend technologies that would be advantageous for the library and its patrons. The ideas, plans and recommendations from these teams are then documented, quoted and eventually turned into budget requests. The Library Director, Business Manager and Systems Administrator evaluate these requests as potential library projects within the budget. The decision process for making a formal technology project request starts at the administrative level where library administrators evaluate the total cost of operation (TCO) and the overall impact to the institution. If there is administrative support, then the library begins to identify sources of funding. These proposed projects are subsequently included in the library's proposed budget that is developed in May and presented to the Library Board in June/July/August for approval. There is also corresponding information about technology initiatives provided in the library's Strategic Plan. In July, the library presents its 3-Year Technology Plan to the Library Board.

Over the years the Portage District Library put into practice a different technology refresh cycle as a cost-saving measure during a period of declining revenue. This new technology management scenario reset the standard technology refresh rate to a more stringent minimum 5-year refresh cycle, established the expectation that the replacement of essential hardware and software on an "as needed" basis. Other cost-saving tactics that the library is actively pursuing include virtualization technologies (running multiple, independent, virtual operating systems on a single physical computer) and SaaS (Software as a Service).

While longer refresh cycles, virtualization and SaaS may put increased pressure on the core network, combining resources will benefit the library by lowering the total cost of technology ownership; enabling longer, usable equipment life spans and providing for more granular control on what needs to be replaced (meaning a more modular, customized system with more flexibility).

Upgrading library technology in this manner allows the library to: (1) Spread out technology changes at the library over a longer period of time rather than having a massive upheaval every 4 to 5 years; (2) Schedule its investment in technology over a revolving 5-year cycle; (3) Re-purpose older technology where possible, and (4) Better prioritize and plan for investments in new technology as needs are identified and as financially viable.

The goals and objectives of library technology are driven by the library's vision, mission, and Strategic Plan. Technology are the tools by which the library achieves its institutional purposes and defined outcomes. Naturally, as these institutional purposes change, the library's technology initiatives follow.

Below are seven primary technology initiatives targeted for the next three years (2026-2028):

- (1) The Portage District Library will make use of new technologies like RFID (Radio Frequency Identification) to empower patrons with self-service, to manage its ongoing operations effectively and to reallocate staff time for more direct personal patron assistance.
- (2) The Portage District Library will build web services on standardized platforms to provide for the efficient retrieval of library information, to manage major web service offerings and to promote library services via the web in an ongoing cost-effective manner.
- (3) The Portage District Library will transition from deploying local server and virtualization technology and storage consolidation to private cloud hosting (SaaS – Software as a Service) to eliminate single points of failure, to ensure that these resources are available to the maximum extent possible and reduce capital hardware investments while leveraging the Library's WAN connections.
- (4) The Portage District Library will provide the necessary technology and Internet bandwidth to enable library patrons and staff to conduct daily business and functions, to make its web services available to the larger Internet community, and to allow for remote support services that will be necessary for smooth, continuous operations.
- (5) The Portage District Library will provide the necessary communication tools for library staff and patrons to enable library patrons and staff to conduct daily business and functions, access digital services, to be creative and learn, and increase productivity of library operations.
- (6) The Portage District Library will provide peripheral technologies (external devices that provide input to computers or receive output from computers) to extend its services to patrons in new dynamic formats.
- (7) The Portage District Library will build the necessary technology infrastructure to support the library building project and extend its network to support new systems and devices.

New Technologies/Services including RFID (Radio Frequency Technology) in the next three years (2026-2028):

Adopting new technology is critical to the ongoing success of the Portage District Library. For example, RFID was both evolutionary and revolutionary for the library. Proximity read encoded numbers allowed the Portage District Library to enhance its basic circulation services, collection management services, and to introduce new efficiencies in applying these services.

Goals for New Technologies include:

- (1) Providing staff tools (RFID readers, software, mobile technology, etc.) for efficient and active management of the library's collections and circulation.
- (2) Provide expanded public service technology tools for creativity and productivity.
- (3) Reviewing and proposing RFID solutions as they apply to the Portage District Library.
- (4) Deploying MobileStaff for outreach circulation, membership drives and Offline transactions.
- (5) Manage and extend Public Access Computer Management and Public Access Printing.
- (6) Improving Wireless Access for increased density and volume throughout the physical space.
- (7) Extending Wireless Access throughout the library grounds.
- (8) Reviewing and expand managed technology services like firewalls and DNS.
- (9) Refreshing existing and extend RFID technologies as needed.
- (10) Evaluating and implementing technology in the library's Creation Station.

Goals for Web Services at the Library in the next three years (2026-2028):

Issues, ideas and goals relating to the library's web resources include:

- (1) Manage and extend Content Management System (WordPress) for the library that allows better management, more flexible design, and interoperability with other library web services.
- (2) Continuing to enhance security and hardening of web services.
- (3) Continuing to enhance patron accessibility to the library's web resources through the library's online catalog, online databases, and digitized local history resources.
- (4) Developing the library's Teams and SharePoint for collaboration and intranet resources.
- (5) Reviewing and extending Beanstack for reading program management.
- (6) Monitor and enhance Responsive Web Services for non-traditional devices through the library's Device Apps (PDL Mobile, Libby, Hoopla), the library's website and the library's catalog.
- (7) Exploring the software solutions to help manage and deliver services. The services include but are not limited to room booking, event/calendar management, online reference tools, and school/organization partnerships.
- (8) Utilizing formal social networking platforms like Facebook and Twitter to increase the library's web presence among all segments of the population.
- (9) Developing and enhancing the SD Enterprise Discovery system.
- (10) Researching and deploying enrichment services to the catalog and research searching.
- (11) Researching digital media circulation platforms and search consolidation.

Virtualization, Cloud Hosting and Software as a Service at the Library in the next three years (2026-2028):

Server virtualization and virtual computing (methods of running multiple, independent, virtual operating systems on a single physical computer) have already saved the library thousands of dollars while empowering the library's network with greater flexibility for deploying and maintaining its electronic resources. The library is now has systematically moved to SaaS/Private Cloud relationships as the next generation of its network services. While virtualization saved the library money and energy usage, the transition to Software as a Service and private cloud hosting has added agility, resilience and reliability.

Goals for virtualization/Saas include:

- (1) Continue transitioning from local cloud to private cloud hosted platforms and Software as a Service. The library will begin this change with its ILS (Symphony), Accounting and Records Management (Blackbaud & PaperSave) and fundraising (DonorPerfect).
- (2) Build its network and WAN connections with no single point of failure to achieve optimization of processing, memory, and storage resources.
- (3) Build secure network infrastructure with no single point of failure to safeguard client communication with the library's virtual environment.
- (4) Expanding core switching bandwidth to accommodate endpoint growth, expanded endpoint demands from streaming services.
- (5) Build reliable and consistent wireless coverage throughout the library to satisfy the growing numbers of mobile/wireless devices in use by patrons and staff.
- (6) Design and deploy managed hardware and software services for enhanced reliability, security and availability.

Internet Bandwidth at the Library in the next three years (2026-2028):

As the library evolves its new web technologies, deploys SaaS and private cloud hosted services, internet access and speed are paramount and must be monitored and upgraded for successful library operations. Internet bandwidth is critical to the library's daily operations. Internet bandwidth transports that offer the great flexibility is business-grade fiber. Fiber offers the library a software upgradeable dynamic bandwidth that can address connection needs in the future. As the library builds more and more virtual services that are predicated on a functional/reliable Internet connection, the library must consider redundant connections to ensure business services are always available both internally and remotely.

Goals for Internet bandwidth include:

- (1) Continually monitoring Internet bandwidth and allocating resources in a timely manner to address growing needs for connectivity.
- (2) Using a point-to-point fiber connection to extend security/reliability/flexibility for remote backups, replication, and hosted virtual machines on demand.
- (3) Add a redundant EVC link for business continuity and robust internet service.
- (4) Provide adequate access and bandwidth for the 100+ Staff endpoints, 200+ Public Access endpoints and growing SaaS services.

- (5) Provide adequate access and bandwidth to the growing number of public access users on their computers, tablets, phones, and other mobile devices.
- (6) Provide adequate bandwidth for hosted services (SaaS) like OverDrive, Hoopla, MelCat databases, and Portage District Library databases.
- (7) Provide adequate bandwidth and access for meetings/trainings/webinars for public and staff.
- (8) Provide USF compliant filtering for access to ERate funding of internet bandwidth and related services and devices.

Communication Tools at the Library in the next three years (2026-2028):

Communication tools are a growing technology across all organizations. Phone and email have grown to include SMS (text messaging), Social Messaging (blogs, Facebook, Instagram), Mobile (Apps and Presence), and digital newsletters. As the various communication technologies grow, the library will take a pragmatic and cost-effective approach to adopting and integrating these technologies into its business platform.

Goals for Communication Tools include:

- (1) Research mobile accessibility to library services.
- (2) Setup and monitor pilot programs for the Portage District Library.
- (3) Manage and extend Cloud Hosted VOIP telephone system and its various services.
- (4) Evaluate alternative notification services for material notification (overdues and holds), registrations and event notification, as well as library general communication.
- (5) Evaluate mobility tools for library staff.
- (6) Build and increase user-base of digital information products including our eNewsletter, NextReads, Communico Events and Registration, Room Bookings and Staff Bookings, Facebook, Twitter and others.
- (7) Monitor and enhance digital signage/kiosk technologies at the library.

Peripheral Technologies at the Library in the next three years (2026-2028):

Assistive peripheral technologies are growing rapidly and will allow the library to provide services in new and innovative ways. The library has already developed new services such as dynamic digital signage and electronic gaming areas.

Goals for Peripheral Technologies include:

- (1) Evaluate services and training tools for library patrons through staff interaction on various devices.
- (2) Monitor and upgrade the ScanEZ (Multifunctional Copy/Print/Fax/Email/Save).
- (3) Monitor and expand circulating mobile wi-fi hotspots.
- (4) Monitor and expand Creation Station Technology for patrons and staff to learn, digitize and create.
- (5) Monitor and evaluate new technologies for the physical plant and grounds.
- (6) Monitor and evaluate new technologies for use in the library's meeting rooms.
- (7) Monitor and evaluate new technologies that can enhance library core service delivery.

Technology Infrastructure for Building Project in the next three years (2026-2028):

As the library designs and continually renovates the physical plant, library technology infrastructure will be selected and designed to support its new goals, devices and services. The focus will be designing for the future.

Goals for building project infrastructure include:

- (1) Providing modern cabling throughout the physical building and grounds.
- (2) Providing a secure, climate controlled and redundant MDF for network appliances.
- (3) Providing IP services for Access Controls, Fire/Building Security, HVAC Controls and Lighting Controls.
- (4) Performing Wireless Surveys to assure robust and dense wireless coverage throughout the physical building and grounds.
- (5) Providing input to assure infrastructure can grow for the next 50 years.

Staff Technology Training in the next three years (2026-2028):

Continued emphases is placed on enhancing the current staff's technology training. This is done in the form of seminars, user group meetings and annual library meetings to teach staff about new ways of doing things using technology at the library. Formal training in a classroom setting will also help to decrease the library's dependence on outside technology specialists.

Goals for staff technology training include:

- (1) Training to maintain and deliver core library network services.
- (2) Training to maintain reliable, safe and secure public and private networks.
- (3) Continue to send staff to meetings to share and learn.
- (4) Staff training to support and deliver the library's network services to end users.

Keeping Up to Date on New Technologies in the next three years (2026-2028):

As the library looks toward the future, a watchful eye will be kept on emerging technologies.

Goals for keeping up to date on new technologies will include:

- (1) Watching and assessing other new technologies of note such as: IoT (Internet of Things), SaaS (Software as a Service), PaaS (Platform as a Service), IaaS (Infrastructure as a Service), dynamic digital signage, search interfaces as non-traditional devices (iphones) become more and more prevalent; enhance VOIP (Voice Over Internet Protocol); and advanced web technologies to keep the library in the forefront as the community's information hub.
- (2) Administratively library technology services will be a focus on further developing the library's teams services, communication devices and internal intranets as mechanisms for disseminating information, managing projects/knowledge, and fostering internal communication.
- (3) Continue to monitor Modern Library Awards, Marshall Breeding Library Technology Guides and Trends, and others.

How will the 3-Year Technology Plan be Re-Evaluated and Updated?

The library's technology initiatives over the next three years will focus on three primary targeted areas for technology advancements: infrastructure bandwidth/redundancy, administrative services, and

public access services. Various analytical methods are employed to ensure that all areas will have appropriate technology applied to enhance these areas of services, such as:

- Reviewing of technology needs during the annual budgeting process to ensure that funding for library technology is based on actual needs of library patrons and staff.
- Analyzing of the library's monthly usage statistics to determine how patrons are using the library's resources and to identify statistical trends over multiple years.
- Compiling and analyzing of new statistics from the Library Document Station, Desktracker, Volgistics and surveys to spot trends for activities and services and to establish priorities.
- Using intelligent dashboards to monitor and assess traffic and usage.

Following extensive analyses as described above, the library's *3-Year Technology Plan* is re-evaluated each year considering direct and relayed observations, state and national trends, new technological advancements, economic conditions and most importantly PDL usage statistics. It is updated accordingly and presented to the Library Board in July of the following year. Due to the constant advancements and rapid changes in technology, the library's *3-Year Technology Plan* is in a constant state of evolution and should be regarded as a work in progress or living plan.

CONCLUDING REMARKS:

The *Portage District Library's 3-Year Technology Plan* serves as a master planning document for technology at the library. The Library Board, Library Director and Library staff use this plan as a “blueprint” for the library’s technology infrastructure and development. The details provided in this document outlines the library’s vision for its network in 2026-2028 and is a guide for selecting technologies and software in the future. For these reasons, a significant amount of time and effort will be spent defining expectations and desired outcomes for technology at the library, and the contents of this *3-Year Technology Plan* reflects that effort and coincides with the library’s approved Ends Statements which drive all activities at the library including the library’s technology initiatives and the library’s budget.

Mission Statement

Inspiring, Enriching, and Empowering Our Community

Vision Statement

We transform lives by cultivating connection, discovery, creativity, and personal growth.

Strategic Initiatives 2023-2026

Strategic Initiative #1

STRENGTHEN THE COMMUNITY

We facilitate community members learning, creating and expressing creativity.

Strategic Initiative #2

EXTRAORDINARY EXPERIENCES

We provide exceptional services that are delightful and meaningful interactions.

Strategic Initiative #3

INVESTING IN THE FUTURE

We help the community evolve and grow.

Operational

The Library will also provide continued operational support for administrative, human resource, facility, technology, acquisition, and circulation services to maintain and improve public access to library resources.

State of Library Network

Servers – The library has transitions from local servers to Private Cloud and Saas solutions

Software as a Service - The library has transitioned to Saas Solutions many of its core services including SirsiDynix (SD) Symphony, SD Enterprise, SD Web Services, SD Analytics, SD BlueCloud, SD Eres Central, BlackBaud Financial Edge NXT, PaperSave Cloud, BlueHost Word Press, Communico PDL Mobile, Communico Attend, Cisco Umbrella, DeepFreeze Cloud, Microsoft 365 - Windows, Office, AD Hybrid Services, and Ninite Patching Services

Private Cloud Hosted - The library has consolidated and has 5 virtualized servers on a private cloud hosted platform. Services included Microsoft AD Services, File and Print Services, Public Access AD services, MYPC application, PaperCut Printing Management, ePrintIt Mobile Services

Network Infrastructure - Currently, the library has standardized on Meraki and Sophos equipment for switching and routing within its network, APC for uninterrupted power service and Panduit for physical connections. This equipment is responsible for keeping the core connectivity between our workstations, servers, SAN and the outside world. The library has added Power over Ethernet (PoE) services to its switches for connecting PoE devices. The library also employs specialized network electronics to provide secure and authenticated wireless access for its public. As technology and its complexities grow, the library's technology must also follow suit. To this end, the library has upgraded its core switching from 10Mb to 100Mb to 1 GB to Multi-Gig over time in a pragmatic manner.

The Portage District Library maintains 2 Ethernet Virtual Circuits (EVCs). One circuit between the Portage District Library to Aunalytics. This EVC transports both network and internet traffic and is currently being used to replicate its storage remotely. In 2017, this EVC was used as transport for core network communications as the library transitions to a hosted network core model and the library will expand its internet bandwidth. In 2022, a second fiber circuit was installed for redundancy, expanded internet connectivity and future growth. Also in 2022, the library upgraded its core switching to meet the ever expanding bandwidth demands and devices at the library. Wireless access will also be addressed for both coverage (Library building and grounds) and density.

Staff Technology - Currently, the library has a mixture of desktops and laptops totaling in excess of 100 devices (workstations, laptops and tablets) and has a standardized brand and model. This standardization reduces the TCO (total cost of operations) for the library and enables the library to employ a single network administrator. The library operates 5 networked laser printers and 4 color copier/printers for staff printing. These imaging units have been located strategically throughout the library for ease of use and need.

Public Access Technology - The public access computing side of the library's network includes catalog stations, internet access stations, circulating, creation stations, learning lab laptops circulating laptops, electronic signage displays, meeting room technology and tablets. This mixture of desktops, laptops, tablets and non-standard devices amounts to more than 90 access points for the public access device pool. The library operates 3 Color Laser Print Stations, a traditional copier, a Scan EZ Station for

Copy/Print/USB/Smart Device/Email/Cloud Storage/Fax Cricut cutter, Laser Engraver, 3D printer, Dye-Sublimation Printer, large format printer, and numerous scanners and digitization devices .

Network Services

The Portage District Library's network is expected to maintain the following list of services:

- ❑ Integrated Library Automation Services
 - SD Symphony: Cataloging, Circulation, Acquisitions, Serials, MobileStaff
 - SD Enterprise Discovery Server: Internal Public Access, External Public Access, Enriched Content Services, Integrated Searching Services, eResources Central
 - SD Web Services Server
 - SD SIP and API Services: Authentication to Databases and E-Content
 - BlueCloud Analytics: Statistical Data from our Integrated Library System
 - Bibliotheca Self-Checkout, Auto Check-in, Digital Library Assistant
 - EZ- Proxy: Authenticated Access to Licensed Databases for Remote Access
 - ContentDM: Digital Archive Software
- ❑ Public Access Computing Services
 - TBS MyPC – manages computer access for patrons
 - TBS PaperCut – manages vended public access printing
 - TBS ScanEZ (Library Document Station): Copy, Scan and Send Services (Copy, Fax, Smart Device, USB, Email, OneDrive, Google Drive, and Dropbox)
 - Cisco Umbrella: Public Access Filtering and Security Services.
 - Communico: Event and Room Booking
 - TBS EprintIt MobilePrint: printing from home or from patron device
 - Circulating Laptops for patron use throughout the library
 - Circulating Mobile Hotspots
 - Creation Station: PAC and MAC for digitization, Laptop Lab, iPADs, Digitization Peripherals, Finishing/Output devices
- ❑ Edutainment Services:
 - Educational Computers
 - Digital Signage application offers the library a dynamic information portal for internal services
- ❑ Business Applications Services
 - 8x8 Cloud Hosted UCaaS
 - Business Productivity Applications: Microsoft/Office 365
 - Intranet Services: Microsoft Teams / Sharepoint
 - Accounting Services: Blackbaud Financial Edge NXT Cloud, PaperSave Pro Cloud
 - FundRaising Services: Little Green Light
 - VirtualKeyPad Access Control
 - Ivu: HVAC Building Management Solution
 - IT Management: Software Update Services, Faronics Deepfreeze, Ninite Pro, AD Group Policies, Sophos AV, Veeam Backup and Replication, VMware Vcenter, vSphere
- ❑ Printing Services
 - The library offers both black/white & color printing services to both the public and the library staff.
 - The library also finishing services in its Creation Station Area.
- ❑ Internet Services
 - The library currently uses multiple dynamic fiber optic connections to the Internet. These access pipes are the most crucial tool for delivering library services. The library uses this connection to replicate its core network operations center as well as store backups.

Web Services

The following is a list of Web-Based Services that the library expects to maintain, develop and enhance:

- ❑ Library Website
 - A crucial service for all organizations today is their website. The library will focus on developing an application that is manageable by a wider spectrum of library staff and keeping content fresh and accurate. The focuses of this site will be (1) public access catalog for both traditional and e-material, (2) research resources including Internet links, research databases and interactive features between staff and patrons, and (3) library programs and events for ongoing personal development.
- ❑ Library Online Databases
 - Online Databases (EZProxy) is also a key focus for the library's image. Offering a broad array of accessible database content will continue to make the library a choice information provider.
- ❑ Library Public Access Catalog
 - The Public Access Catalog (Enterprise) allows patrons to search and retrieve information on the library's holdings both in-house and remotely. This service has grown dramatically over the past three years and is expected to continue to develop. Enrichment tools like Novelist, Syndetics, Cover Art and Book Reviews have dramatically increased the usability, reader advisory services and self-service discovery. The library will extend these functions to include Local History Resources using Recollect.
- ❑ Library E-Services
 - The library publishes an e-newsletter monthly to keep patron informed about events at the library. The library also offers e-notices for holds/overdues/pre-due notices. The library also offers access to its local history resources through its digitization project. In 2017, the library moved from a locally developed Summer Reading software product to a SaaS model provided by BeanStack.
- ❑ Library Events Calendar Online
 - Library Programs & Events are a popular service provided by the library and is managed by Communico, an online meeting room and event booking software.
- ❑ Library Study Rooms
 - Library Study Rooms are now managed by Communico and offer both walkup and online reservations. Managing room usage allows the library to maximize their usage and share usage between staff and library patrons.
- ❑ Library Mobile Services
 - Library Information, Searching, Digital Content Access through mobile applications. The current Mobile Apps menu is Overdrive (Libby), Kanopy, Freegal, Tumble-Books, and Hoopla and these mobile/web apps are used for eMaterials. PDL Mobile (Communico) are mobile searching apps for the library catalog, E-material (Libby and Hoopla) and booking study rooms and attending library events.
- ❑ Library Social Media Services
 - The library is actively using Facebook and Instagram as a marketing and communication tool for its traditional and digital services. These services have grown dramatically over the past 2 years and will continue to grow as the library operationalizes its use with daily operation.

Evaluating Our Progress

The goals and objectives for Portage District Library's network and web design is reviewed on an ongoing basis through a combination of internal meetings of the administrative, social media, and departmental teams, as well as, external meetings with network and web partners.

In addition to these teams, the library utilizes staff attendance at library and technical conferences to keep up-to-date on technological advancements in the library field. The library also schedules annual network security audits to address the library's progress toward securing its network borders and protecting its most valued asset "information".

Every year, the library's teams and the Library Systems Administrator make budget recommendations to the Library Director in the form of ongoing maintenance for current technology, budget requests to refresh existing technology and budget requests for technology upgrades. These annual reviews ensure appropriate budgets are available for library technology.

These internal and external meetings allow the library to make any necessary course corrections throughout the life of its technology. Applying these pragmatic plans create a more dynamic and responsive set of library technologies. Each year this living document will ebb and flow with the changing needs of technology at the Portage District Library.



Portage District
LIBRARY

**Preliminary Budgets
for
Fiscal Year 2026 and 2027
Assuming a 1.9906 Mill Levy
To be presented to the Library Board
at the regular board meeting held on
July 28, 2025**

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	FY 2025 Budget	FY 2026 Budget Request	Variance	Percent Change	FY 2027 Budget Estimate	Variance	Percent Change
REVENUE							
Millage Rate	1.9922	1.9906			1.9906		
Tax Revenue	\$ 5,927,210	\$ 6,371,934	\$ 444,724	7.50%	\$ 6,607,736	\$ 235,802	3.70%
Other Revenue	606,384	613,104	6,720	1.11%	640,796	27,692	4.52%
Total Revenue	\$ 6,533,594	\$ 6,985,038	\$ 451,444	6.91%	\$ 7,248,532	\$ 263,494	3.77%

OPERATING EXPENSES							
Salaries & Wages	\$ 2,180,827	\$ 2,439,705	\$ 258,878	11.87%	\$ 2,606,657	\$ 166,952	6.84%
Fringes & Benefits	832,253	925,962	93,709	11.26%	971,951	45,989	4.97%
Library Materials	766,995	811,785	44,790	5.84%	837,285	25,500	3.14%
Library Supplies	186,040	194,290	8,250	4.43%	193,990	(300)	-0.15%
Administrative Services	475,065	410,520	(64,545)	-13.59%	401,895	(8,625)	-2.10%
Building & Utilities	366,200	507,700	141,500	38.64%	382,850	(124,850)	-24.59%
Furnishings & Equipment	16,550	-	(16,550)	-100.00%	-	-	0.00%
Other Charges	410,894	404,520	(6,374)	-1.55%	393,420	(11,100)	-2.74%
Total Operating Expenses	\$ 5,234,824	\$ 5,694,482	\$ 459,658	8.78%	\$ 5,788,048	\$ 93,566	1.64%

CAPITAL PROJECTS							
Capital Projects	\$ 1,298,770	\$ 1,290,556	\$ (8,214)	-0.63%	\$ 1,460,484	\$ 169,928	13.17%
Total Expenses	\$ 6,533,594	\$ 6,985,038	\$ 451,444	6.91%	\$ 7,248,532	\$ 263,494	3.77%

	Year End 2025	Year End 2026	Difference	% of Total Exp	Year End 2027	Difference	% of Total Exp
RESERVES							
General Reserve	\$ 857,294	\$ 915,640	\$ 58,346	13.11%	\$ 946,294	\$ 30,654	13.05%
Building Reserves	50,000	50,000	-	0.72%	50,000	-	0.69%
PPT Reserve	805,946	805,946	-	11.54%	805,946	-	11.12%
Patio Feasibility Reserve	4,700	4,700	-	0.07%	4,700	-	0.06%
Benefits Reserve	29,740	29,740	-	0.43%	29,740	-	0.41%
Technology Reserve	111,305	111,305	-	1.59%	111,305	-	1.54%
Building Improvement Reserve	731,419	731,419	-	10.47%	731,419	-	10.09%
Unassigned Fund Balance	7,473,504	7,473,504	-	106.99%	7,473,504	-	103.10%
Total	\$ 10,063,908	\$ 10,122,254	\$ 58,346	144.91%	\$ 10,152,908	\$ 30,654	140.07%

GENERAL BUDGET SUMMARY

Overview: These budget documents provide a general overview of the Fiscal Year 2026 and 2027 Budget scenarios for the Portage District Library. They include projections of tax revenue for the Library, assuming a 1.9906 mill levy and forecasts for total other expected income. Along with revenue projections, these budget sheets also categorize and delineate library operating expenses and capital projects, to give a total cost picture for operating the Library in Fiscal Year 2026. The main goals for the FY2026 Budget are: (1) to allocate and expend funds appropriately across specific line items to support operations which fulfill the Library's long range strategic plans; (2) to function in an annual budgeting mode in order to identify the Library's cash flow for investment purposes; and (3) to produce accurate financial reports of library activities. The FY2027 Budget is a projection based on information that is available as of June 2025 and is meant to serve as an estimate only.

Key Considerations: When reviewing the proposed Fiscal Year 2026 Portage District Library Budget, it should be noted that it covers the time period January 1, 2026 through December 31, 2026 [Note: In the same manner, taxes collected in December 2025 must be considered revenue for FY2026]. In preparing the budget for Fiscal Year 2026, the Library considered the current economic climate in Portage, as well as a projection of property tax revenue for Fiscal Year 2026 and Fiscal Year 2027. The overall projection of property tax revenue is for a 7.50% increase in Fiscal Year 2026 and for a 3.70% increase in Fiscal Year 2027. New building initiatives and increasing home values in Portage are strong and expected to increase in the coming years. The State of Michigan has continued to fund PPT reimbursement and State Aid to libraries at its full amount. If PPT is not reimbursed to its anticipated level in FY2026, the Library has a PPT Reserve to assist. The estimated loss in tax revenue due to personal property elimination is set at \$360,000 for FY2026. The reimbursement of these funds will come from the Local Community Stabilization Authority and will be treated as State Aid and not Tax Revenue. Therefore, the Library has included this amount under Other Revenue in this budget document. The Library has increased its General Fund Reserve by \$58,346 in FY2026 and again by \$30,654 in FY2027 to keep it at a level of 13% (which falls within the ideal range of 13% to 15% of total expenditures); has maintained funding for library materials at a level of 14.28% of operating expenses; allocated \$130,000 for technology improvements; continues a Building Fund Reserve (\$50,000); maintains \$29,740 for a Benefits Reserve to be used for employee lump sum retirement payments of accrued sick and vacation time payout; \$4,700 for improvements to the north patio; and \$805,946 in a PPT Reserve at the end of FY2025. In June of FY2021, the Library sold bonds to raise capital to complete its building improvement project. The bonds were sold with a True Interest Cost of 0.84798%. The bonds will be paid back through FY2029, which corresponds with the Library's last year of the additional millage. The average debt service on the bonds for Fiscal Years 2026-2029 will be \$963,638 per year.

Undesignated Fund Balance: As of the end of Fiscal Year 2025, the Library had an Unassigned Fund Balance of \$7,473,504. This amount will be increased at the end of FY2026 with any further unspent funds. This Unassigned Fund Balance is in addition to the 13% General Reserve of annual budgeted expenditures that are available for situations that may arise. Furthermore, the library has \$50,000 in a Building Reserve for emergencies that may arise with building assets. The Library is preparing this budget under the realization that all funding to be reimbursed by the Local Community Stabilization Authority for Personal Property Tax elimination will be realized.

	FY 2025 Budget	FY 2026 Budget	Variance	Percent Change	FY 2027 Budget	Variance	Percent Change
TAX REVENUE							
Millage Rate	1.9922	1.9906	(0.0016)		1.9906	-	
Property Tax	\$ 5,830,449	\$ 6,219,561	\$ 389,112	6.67%	\$ 6,450,791	\$ 231,230	3.72%
IFT/CFT Tax	96,761	152,373	55,612	57.47%	156,945	4,572	3.00%
Total Tax Revenue	\$ 5,927,210	\$ 6,371,934	\$ 444,724	7.50%	\$ 6,607,736	\$ 235,802	3.70%
OTHER REVENUE							
State Aid	\$ 35,000	\$ 35,000	\$ -	0.00%	\$ 35,000	\$ -	0.00%
Local Community Stabilization Share Approp.	358,402	360,000	1,598	0.45%	360,000	-	0.00%
County Penal Fine Income	50,000	50,000	-	0.00%	50,000	-	0.00%
Local Fine & Fee Income	17,950	17,950	-	0.00%	17,950	-	0.00%
Interest Income	200,000	200,000	-	0.00%	200,000	-	0.00%
Rental Income	2,000	2,000	-	0.00%	2,000	-	0.00%
Vending Services	4,000	6,500	2,500	62.50%	6,500	-	0.00%
Funding to/from Reserves	(60,968)	(58,346)	2,622	-4.30%	(30,654)	27,692	-47.46%
Total Other Revenue	\$ 606,384	\$ 613,104	\$ 6,720	1.11%	\$ 640,796	\$ 27,692	4.52%
Total Revenue	\$ 6,533,594	\$ 6,985,038	\$ 451,444	6.91%	\$ 7,248,532	\$ 263,494	3.77%

TAX REVENUE - Fiscal Year 2026

> **Property Tax**: The Library is planning for an increase in property tax revenue of \$444,724. The Library saw good increases to tax values of residential property (5.51%) and commercial property (2.11%) throughout its service area. The Library is subject to an additional Headlee Rollback that reduces its maximum levy to 1.9906 mills. Tax values rose by 4.26% across all property types. The largest increase was in Pavilion Township at 17.50%, followed by Portage at 4.07% and Texas Township at 3.95%. Portage accounts for 85.00% of the Library's tax base. There were several Brownfield Redevelopments that ended in FY2024 that will decrease the amount of tax capture in FY2025 and increase the Library tax revenue.

> **Industrial Facilities Tax**: Anticipated revenue for the Library to be generated from tax assessments made on industries in the service population area of the Portage District Library. There is a sharp increase in revenue in this area as new building by large manufacturers has been in this area.

> **State-Aid**: Anticipated funding for Libraries by the State of Michigan for FY2026 is not anticipated to decline. As a result, the Library is maintaining its current level of estimated revenue.

> **Local Community Stabilization Share Appropriation**: The reimbursement for the Personal Property Tax loss is budgeted to be \$360,000. This represents a slight increase from the prior year, but more in line with what was received. The exact amount of funding from the State is unknown, so the Library is in effect holding its budget steady.

> **County Penal Fines**: Based on historical data, the Library will budget for no change in revenue to be generated by a share of penal fines distributed to public libraries by Kalamazoo County. The Library budgets very conservatively for this revenue, as funding has sharply decreased in recent years.

- > **Local Fines & Fees:** The Library is maintaining its budget for Fines & Fees for 2026. Based on actual collections in FY2025, this level of anticipated revenue appears to be accurate.
- > **Investment Interest Income:** Anticipated revenue for the Library generated by interest on Sweep Accounts and investments is anticipated to increase in FY2026. As investments have matured, the Library has reinvested at higher rates of return. While this budget has increased, the Library is being conservative in its estimate.
- > **Rental Income & Vending Services:** The Library is anticipating no increase in room rental revenue and \$2,500 in vending revenue, which includes charges for photocopies, computer printouts, and other miscellaneous items. This is warranted based on anticipated results in FY2025.
- > **Funding from Reserves:** The Library calculates the General Reserve to be 13% of all revenue before Funding to/from Reserves. Due to an increase in revenue for FY2026, the Library will adjust the General Reserve upward by \$58,346.

TAX REVENUE - Fiscal Year 2027

- > **Tax Revenue Projection:** The Library is estimating that overall property values within the City of Portage will increase by 3.0%, Pavilion Township by 2.50%, property values in Texas Township will increase by 4.0% in FY2027. Building is strong in the community and the area is seeing new property being added to the tax rolls. These are conservative estimates and fit within the Library's concept of estimating revenues conservatively.
- > **Funding From Reserves:** For FY2027, the Library is planning to only make the necessary adjustment to the General Reserve.

	FY 2025 Budget	FY 2026 Budget	Variance	Percent Change	FY 2027 Budget	Variance	Percent Change
SALARIES & WAGES							
Full Time Staff Salaries	\$ 1,308,078	\$ 1,374,831	\$ 66,753	5.10%	\$ 1,451,119	\$ 76,288	5.55%
Full Time Staff Hourly	276,153	335,172	59,019	21.37%	354,290	19,118	5.70%
Part Time Staff Salaries	319,406	431,969	112,563	35.24%	468,071	36,102	8.36%
Library Aide Salaries	277,190	297,733	20,543	7.41%	333,177	35,444	11.90%
Substitute Salaries	-	-	-	0.00%	-	-	0.00%
Total Salaries & Wages	\$ 2,180,827	\$ 2,439,705	\$ 258,878	11.87%	\$ 2,606,657	\$ 166,952	6.8%
FRINGES & BENEFITS							
Health & Wellness Benefits	\$ 499,495	\$ 559,500	\$ 60,005	12.01%	\$ 583,000	\$ 23,500	4.20%
Pension	158,424	170,901	12,477	7.88%	180,541	9,640	5.64%
Employee Assistance Program	2,500	4,000	1,500	60.00%	4,000	-	0.00%
Workers Compensation	5,000	5,000	-	0.00%	5,000	-	0.00%
FICA - Employer	166,834	186,561	19,727	11.82%	199,410	12,849	6.89%
Total Fringes & Benefits	\$ 832,253	\$ 925,962	\$ 93,709	11.26%	\$ 971,951	\$ 45,989	4.97%
Total Salaries & Benefits	\$ 3,013,080	\$ 3,365,667	\$ 352,587	11.70%	\$ 3,578,608	\$ 212,941	6.33%

SALARIES & WAGES - Fiscal Year 2026

>Staff Salaries & Wages: Salaries and wages for all positions are being budgeted to increase 11.87% overall. This includes funds to be used for merit increases of salaries and wages. Merit increases are based on a combination of performance reviews and current market conditions for labor (i.e. cost of living). In 2026, the Library will add one (1) full-time Adult Librarian position, one (1) part-time Makerspace Asst. with a Youth Services focus, and one (1) part-time Human Resources Generalist. The Library used a consultant in FY2024 to assist in the adjustment of salary ranges for all positions. The Library is working to adjust employee pay to align with the new ranges. At the end of FY2026, the Library will use their consultant to make minor adjustments to salary ranges that are needed. To complete all salary and wage changes to the new ranges will take several years as the financial burden for this shift is too great to accomplish in one year. With the changes that the Library is making to its pay structure, it should be in a good position to compensate its current staff, as well as attract quality talent, when the need arises.

SALARIES & WAGES - Fiscal Year 2027

> Salary & Wage Projection: The library is budgeting for merit increases to salary and wage for Fiscal Year 2027. The 6.8% increase will be another step in getting staff pay in line with the Library's new pay ranges. The Library will continue to review its staffing levels and add staff in areas that align with its strategic plan or needs.

FRINGES & BENEFITS - Fiscal Year 2026

> **Health and Wellness Benefits:** Projection of a 12.01% increase to benefits is due to several factors. The PA152 hard cap has increased from the prior year. The Library's health benefits consultants have warned the Library that a 12%-15% increase in premiums is possible for the next plan year. Additionally, the Library is adding a full-time staff member. This will increase the cost of benefits in all categories, as will the addition of part-time staff in all areas other than health, dental, vision, life and disability.

> **Pension:** Projection of a 7.88% increase in employer contributions into the retirement fund for all current and future full-time employees is due to overall higher wages and additional full-time staff member.

> **Employee Assistance:** Projected cost for the employee assistance program. The Library contracts with an independent company to provide counseling in various areas if employees or their family members wishing to seek assistance.

> **Workers' Compensation:** Projection of no increase in Workers' Compensation cost for FY2026.

> **FICA / Employer:** Projected cost for employer paid social security for all paid Library employees, currently 7.65% of total wages.

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FRINGES & BENEFITS - Fiscal Year 2027

> **Fringes & Benefits Projection** - The Library projects for a small increase to the hard cap limits that dictate Health Insurance costs. Other third party administrator costs are being projected based on past history. FICA and Pension costs are anticipated to increase as the Library's overall budget for wages increases.

	FY 2025 Budget	FY 2026 Budget	Variance	Percent Change	FY 2027 Budget	Variance	Percent Change
LIBRARY MATERIALS							
Books - Adult	\$ 160,595	\$ 160,185	\$ (410)	-0.26%	\$ 161,185	\$ 1,000	0.62%
Digital Collections	289,800	323,100	33,300	11.49%	348,800	25,700	7.95%
Special Collections	17,000	14,000	(3,000)	100.00%	14,000	-	0.00%
Audio/Visual - Adult	21,600	21,600	-	0.00%	16,600	(5,000)	-23.15%
Books - Youth	157,500	169,500	12,000	7.62%	172,500	3,000	1.77%
Audio/Visual - Youth	18,500	20,700	2,200	11.89%	20,500	(200)	-0.97%
Audio/Visual - Hot Picks	18,000	18,000	-	0.00%	18,000	-	0.00%
Electronic Information Products	69,000	69,000	-	0.00%	70,000	1,000	1.45%
Periodicals & Publications	15,000	15,700	700	4.67%	15,700	-	0.00%
Total Library Materials	\$ 766,995	\$ 811,785	\$ 44,790	5.84%	\$ 837,285	\$ 25,500	3.14%

LIBRARY MATERIALS - Fiscal Year 2026

> **Books - Adult:** Projection of a slight increase in Adult printed materials in FY2026. The increase is attributable to the areas of Graphic Novels, Romance and Speculative Fiction. The Library is using Collection HQ to assist in monitoring the levels of individual collections and recommending collection adjustments. Per that information, increase in these collections is needed to keep pace with usage and cost.

> **Digital Collections:** The Library is projecting a large increase in funding for this area for FY2026. The Library is budgeting for significant increases for E-books and the Hoopla service. The Adult E-book line is an evergrowing collection and funds are needed to purchase necessary material, and to fund increases to consortium fees. Additionally, more funding is necessary to meet the demand within the Hoopla service. The Library maintains funding at its current level for the Freegal music service, Kanopy movie service, Tumblebooks and the Wireless Hotspots.

> **Special Collections:** The Library is projecting a \$3,000 decrease in funding for this area in FY2026. The Library of Things was a new service in FY2024 and required more funding for one time purchases of supplies needed to house and handle the material. Weeding of under utilized items will occur in 2026, but replacement of some items will be needed as well. Funding for the Library's Seed Library will remain the same as the prior year.

> **Audio/Visual - Adult:** Projection of no change for the purchase of Talking Books and Videos. Circulation of these collections is steady and a change of funding is unwarranted.

> **Books - Youth:** Projection of a 7.62% increase to this area is warranted based on Collection HQ stats, which show that these collections are very heavily used by patrons. Increased funding will allow for additional purchasing of Juvenile Fiction, Non-Fiction and Graphic Novels, as well as Early Reader books.

> **Audio/Visual - Youth:** Projection of an \$2,200 increase for funding the Youth Audio/Visual area. The majority of the increase is due to the shift in Juvenile Talking Books to the most popular formats, which are the most expensive options.

> **Audio/Visual - Hot Picks:** Projection of no increase in funding for FY2026. This collection has had reductions in funding since FY2023 and the current funding level is able to support needed purchases.

> **Electronic Information:** Projection of no change in funding in this budget line for FY2026.

> **Periodicals & Publications:** Projection of a small increase for periodicals and publications is to cover anticipated price increases. The level of funding will cover all magazines and newspapers.

LIBRARY MATERIALS - Fiscal Year 2027

> **Library Material Projection:** The Library feels that the collection is one of the core services that it provides for patrons and that it must be funded at an appropriate level. The Library is always analyzing collection levels and circulation stats so that funds can be shifted to the appropriate places to meet patron demands. In addition, available shelf space and the introduction of more electronic formats are considerations that need to be followed closely. The Library will continue utilizing Collection HQ to help it monitor popular collections and to determine where funding increases and decreases should take place. The area that is in need of the most significant increase is the Digital Collections.

SUPPLIES

	FY 2025 Budget	FY 2026 Budget	Variance	Percent Change	FY 2027 Budget	Variance	Percent Change
Office Supplies	\$ 40,600	\$ 49,600	\$ 9,000	22.17%	\$ 49,600	\$ -	0.00%
Operating Supplies	63,440	62,840	(600)	-0.95%	61,840	(1,000)	-1.59%
Central Copying/Printing	57,800	57,200	(600)	-1.04%	57,400	200	0.35%
Postal/Freight	24,200	24,650	450	1.86%	25,150	500	2.03%
Total Supplies	\$ 186,040	\$ 194,290	\$ 8,250	4.43%	\$ 193,990	\$ (300)	-0.15%

SUPPLIES - Fiscal Year 2026

> **Office Supplies:** Projection of a \$9,000 increase in the Office Supplies category is due to several factors. Due to possible funding cuts of State and Federal resources, the Library is budgeting additional funds to cover Inter-Library Loan costs in the event the Co-op is unable to fund this service. The Library is also increasing funding for youth supplies related to programming and outreach. Lastly, with the addition of coffee vending, the Library is adding funds for additional supplies. There are no new areas of funding needed in FY2026.

> **Operating Supplies:** Projection of a small decrease in overall Operating Supplies. The decrease is to Computer Supplies, with slight increases for RFID and Processing supplies.

> **Central Copying & Printing:** Projection of a slight decrease in funding for copy and printing of Library services. The majority of individual initiatives in this line are unchanged.

> **Postal/Freight:** Projection of a \$450 increase to Postage & Freight will cover the anticipated increase in the cost to mail notices and information to patrons.

SUPPLIES - Fiscal Year 2027

> **Supplies Projection:** In FY2027, the library is anticipating a small decrease in its level of funding for Operating Supplies.

	FY 2025 Budget	FY 2026 Budget	Variance	Percent Change	FY 2027 Budget	Variance	Percent Change
ADMINISTRATIVE SERVICES							
Public Relations	\$ 11,000	\$ 11,000	\$ -	0.00%	\$ 11,000	\$ -	0.00%
Fundraising	11,800	7,800	(4,000)	-33.90%	7,800	-	0.00%
Professional Surveys	800	1,080	280	35.00%	1,080	-	0.00%
Human Resources	62,500	20,000	(42,500)	-68.00%	20,825	825	4.13%
Bank Service Charges	13,680	15,500	1,820	13.30%	16,750	1,250	8.06%
Legal Services	10,000	12,500	2,500	25.00%	12,500	-	0.00%
Online Subscription	103,585	92,040	(11,545)	-11.15%	86,040	(6,000)	-6.52%
Online Maintenance	17,000	5,700	(11,300)	0.00%	5,700	-	0.00%
Internet Services	109,500	124,000	14,500	13.24%	127,000	3,000	2.42%
Payroll Services	19,500	22,500	3,000	15.38%	25,000	2,500	11.11%
Financial Services	27,800	27,800	-	0.00%	27,800	-	0.00%
Cataloging & Processing Services	80,100	62,800	(17,300)	-21.60%	52,600	(10,200)	-16.24%
Other Administrative Services	5,800	5,800	-	0.00%	5,800	-	0.00%
Investment Services	2,000	2,000	-	0.00%	2,000	-	0.00%
Total Administrative Services	\$ 475,065	\$ 410,520	\$ (64,545)	-13.59%	\$ 401,895	\$ (8,625)	-2.10%

ADMINISTRATIVE SERVICES - Fiscal Year 2026

- > **Public Relations:** A projection of no increase for Public Relations in FY2026. The current funding level will allow the Library to meet its needs during the year.
- > **Fundraising:** Projection of a \$4,000 decrease to produce the annual campaign and fundraising letters to patrons.
- > **Professional Surveys:** Projection of a slight increase in this line to cover that cost of a different service used for surveys.
- > **Human Resources:** Funding to the Human Resources line decrease by \$42,500. Funding will fund shredding services, job advertising, drug screening and backgrounds checks for new employees. Funding for fractional HR services will be eliminated and those funds have been moved to the Part-time Hourly wage line. Funds for a third party administrator to manage FMLA will be added to this line.
- > **Bank Service Charges:** Projection of a \$1,800 increase for higher costs in this line.
- > **Legal Services:** Projection of \$2,500 increase in this line is warranted to cover additional questions and issues that are increasing each year.
- > **Online Subscriptions:** This line is to be used to budget for subscription services to online products such as DeskTracker, Communico, and Collection HQ. The majority of the decrease in funding is due to some products shifting from a large implementation cost to a annual maintenance cost or being eliminated. This is the case with Recollect and Patron Point. Funding for Recollect will decrease by \$4,000 and \$22,500 of funding for Patron Point will be eliminated. This will be offset by additional funding for online ADA tools to scan and audit the Library's website.
- > **Online Maintenance:** This line will be used for the Library's website, including graphics, maintenance, and summer reading updates. A \$11,300 decrease is due to the elimination of funding for a 3D walkthrough of the facility. This project will be completed in-house and require less funding.
- > **Internet Services:** Projection of a 14,500 increase in funding for FY2026 is due to the addition of a hosted server and increases in maintenance costs.
- > **Payroll Services:** Projection of \$3,000 increase is needed to fund increases in the cost of the Library's Payroll, Learning Management System, Onboarding and Recruiting modules through its contracted vendor, Paylocity. Additionally, the Library will be adding a few new modules to integrate the system with other providers, making Library process streamlined and more efficient.
- > **Financial Services:** Projection of no increase to perform the year end audit procedures for FY2025 and additional services.
- > **Cataloging and Processing Services:** Projection of a \$17,300 decrease for costs associated with necessary services to make material ready for circulation. The Library will move away from SkyRiver for processing and move to BlueCloud. This will reduce the need for these funds.
- > **Other Administrative Services:** These funds are used for any expenditures needed in the overall administration of the library at the discretion of the Library Director. Some examples of expenditures are: Library Board election costs and Staff Development Day training. There is no change in funding planned for FY2026.
- > **Investment Services:** Funds are for expenses related to the library's investment accounts and ongoing expenses related to continuing disclosures for the Library Bonds.

ADMINISTRATIVE SERVICES - Fiscal Year 2027

- > The Library is budgeting for no substantive change for FY2027.

	FY 2025 Budget	FY 2026 Budget	Variance	Percent Change	FY 2027 Budget	Variance	Percent Change
UTILITIES							
Gas & Electric	\$ 130,000	\$ 130,000	\$ -	0.00%	\$ 135,000	\$ 5,000	3.85%
Water & Sewer	5,000	5,000	-	0.00%	5,000	-	0.00%
Telephone	30,400	28,300	(2,100)	-6.91%	29,600	1,300	4.59%
Total Utilities	\$ 165,400	\$ 163,300	\$ (2,100)	-1.27%	\$ 169,600	\$ 6,300	3.86%
BUILDING							
Library Grounds Maintenance	\$ 15,000	\$ 15,000	\$ -	0.00%	\$ 15,000	\$ -	0.00%
Snow Removal	15,000	16,000	1,000	6.67%	17,000	1,000	6.25%
Building Repair & Maintenance	138,300	277,400	139,100	100.58%	146,250	(131,150)	-47.28%
Building Insurance	32,500	35,000	2,500	7.69%	35,000	-	0.00%
Total Building	\$ 200,800	\$ 344,400	\$ 143,600	71.51%	\$ 213,250	\$ (131,150)	-38.08%
Total Building & Utilities	\$ 366,200	\$ 507,700	\$ 141,500	38.64%	\$ 382,850	\$ (124,850)	-24.59%

UTILITIES - Fiscal Year 2026

- > **Gas & Electric:** Projection of no increase in funding for FY2026. The Library feels the current level of funding is adequate to cover any additional usage or price changes.
- > **Water & Sewer:** Projection of no change to this line.
- > **Telephone:** Projection of a \$2,100 decrease in funding for FY2026. The Library completed its replacement telephone project in FY2024 and is more certain of its pricing going forward with the new service. Budgeted funds will cover the Library's main telephone service, stipends for cell phones for key staff, and internet access for programming outside the building. The decrease in funding is related to saving in the cost of the Library main telephone service.

UTILITIES - Fiscal Year 2027

- > **Utilities Projection:** The Library will budget additional funds for gas & electric to safeguard against rising usage and rates. Additionally, a small increase is anticipated for telephone service.

BUILDING - Fiscal Year 2026

- > **Library Grounds Maintenance:** Projection of no increase in funding for FY2026. There will be no significant changes to planned services in this area.
- > **Snow Plowing:** A \$1,000 increase is projected for FY2026. This is due to rising costs associated with snow plowing, salting and sidewalk maintenance.
- > **Building Repair & Maintenance:** Projection of a \$139,100 increase for FY2026. The increase in funding in this line cover increases in fees charged for maintenance services. The largest part of the increase, \$135,000, is for necessary building repair projects, such as window caulking and EIFS repair along the entire building.
- > **Building Insurance:** The projection of a small increase in funding for the Library's building insurance premiums. The Library's building insurance is calculated on the replacement value of its building, equipment and furnishings. A small increase in costs is needed to keep up with premiums as the Library's replacement value increases.

BUILDING - Fiscal Year 2027

- > **Building Projection:** The Library will monitor the facilities and adjust funding to maintain a safe and appealing environment for both patrons and staff. The increase in this area is for anticipated higher charges from contractors.

	FY 2025 Budget	FY 2026 Budget	Variance	Percent Change	FY 2027 Budget	Variance	Percent Change
EQUIPMENT							
Non-Capital Equipment	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Capital Outlay	13,000	-	(13,000)	0.00%	-	-	0.00%
Total Equipment	\$ 13,000	\$ -	\$ (13,000)	0.00%	\$ -	\$ -	0.00%
FURNISHINGS							
Non-Capital New Furnishings	\$ 3,550	\$ -	\$ (3,550)	0.00%	\$ -	\$ -	0.00%
Non-Capital Furnishings Repair - Adult	-	-	-	0.00%	-	-	0.00%
Non-Capital Furnishings Repair - Youth	-	-	-	0.00%	-	-	0.00%
Non-Capital Furnishing Replacement	-	-	-	0.00%	-	-	0.00%
Total Furnishings	\$ 3,550	\$ -	\$ (3,550)	0.00%	\$ -	\$ -	0.00%
Total Furnishings & Equipment	\$ 16,550	\$ -	\$ (16,550)	0.00%	\$ -	\$ -	0.00%

EQUIPMENT - Fiscal Year 2026

> **Capital Outlay:** The Library has no anticipated funding needs for Equipment in FY2026 at this time.

EQUIPMENT - Fiscal Year 2027

> **Equipment Projection:** The Library has no anticipated funding needs for Equipment in FY2027 at this time.

FURNISHINGS - Fiscal Year 2026

> **Non-Capital New Furnishings:** The Library is budgeting for no planned expenditures in this line at this time.

> **Non-Capital Furnishings Repair - Adult:** The Library is budgeting for no planned expenditures in this line at this time.

> **Non-Capital Furnishings Repair - Youth:** The Library is budgeting for no planned expenditures in this line at this time.

FURNISHINGS - Fiscal Year 2027

> **Furnishings Projection:** The Library is not planning any furnishing projects for FY2027 at this time.

	FY 2025 Budget	FY 2026 Budget	Variance	Percent Change	FY 2027 Budget	Variance	Percent Change
OTHER CHARGES							
Equipment Repair & Maintenance	\$ 268,100	\$ 254,600	\$ (13,500)	-5.04%	\$ 254,600	\$ -	0.00%
Library Programming	88,120	94,120	6,000	6.81%	86,120	(8,000)	-8.50%
Training, Education & Memberships	54,674	56,800	2,126	3.89%	52,700	(4,100)	-5.56%
Total Other Charges	\$ 410,894	\$ 404,520	\$ (6,374)	-1.55%	\$ 393,420	\$ (11,100)	-2.74%

OTHER CHARGES - Fiscal Year 2026

> **Equipment Repair & Maintenance:** Projection of a \$13,500 decrease for anticipated costs related to keeping equipment in good repair and operational and to fund possible replacements, as well as for the licensing and support of software at the Library. The majority of this decrease is associated with the Creation Station/Maker Space area. The Library has been purchasing new equipment in this area in prior years and funding will now include small equipment replacement and needed maintenance.

> **Library Programming:** Projection of a \$6,000 increase in Library Programming. This increase is for Youth and Maker Space/Creations Station Programming. With the addition of new staff for this area, more programming can be offered.

> **Training and Education:** Projection of a small increase in Training, Education & Memberships. Expenditures in this category are for dues and memberships to various professional organizations for staff. Also included in this line is Staff, Board, and Director training and mileage reimbursements. Increases are associated with increase funding for staff to have ALA and PLA memberships and additional funding for training for the Library Director.

OTHER CHARGES - Fiscal Year 2027

> **Other Charges Projection:** FY2027 will see decreases in technology purchases.

	FY 2025 Budget	FY 2026 Budget	Variance	Percent Change	FY 2027 Budget	Variance	Percent Change
CAPITAL IMPROVEMENT PROJECTS							
Library Bond Payment	\$ 960,300	\$ 962,900	\$ 2,600	0.00%	\$ 965,100	\$ 2,200	0.00%
Library Technology Project	95,000	130,000	35,000	36.84%	140,000	10,000	7.69%
Capital Maintenance	243,470	197,656	(45,814)	0.00%	355,384	157,728	79.80%
Building Improvement Project	-	-	-	0.00%	-	-	0.00%
Total Capital Projects	\$ 1,298,770	\$ 1,290,556	\$ (8,214)	-0.63%	\$ 1,460,484	\$ 169,928	13.2%

CAPITAL PROJECTS - Fiscal Year 2026

> **Library Bond Payment:** The Library issued bonds in the spring of FY2021 to fund the Library Improvement Project. This level will fund the Library's obligation for FY2026.

> **Library Technology Project:** Requested funds will be used in conjunction with the Library's technology plan. Planned expenditures include: the replacement of self-check machines; 3M DLA and Cseries devices; and necessary upgrades associated with the Library's internet service.

> **Capital Maintenance:** The Library is budgeting \$205,981 for capital maintenance. These funds are to be used for unplanned building repairs or projects that are not funded in other lines. Additionally, unused funds will be set aside to be used in future projects related to the building.

CAPITAL PROJECTS - Fiscal Year 2027

> **Capital Projects Projection:** The Library will set funds aside to complete building projects that may arise.