

# PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting  
June 23, 2025

300 LIBRARY LANE, PORTAGE, MICHIGAN 49002



# NOTICE OF REGULAR MEETING

## PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting, Monday, June 23, 2025 | 6:00 PM

The Library Board of the Portage District Library will hold a regular meeting on Monday, June 23, 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](http://www.portagelibrary.info).

**3. Contact Information**

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

**4. Persons with Disabilities**

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

Dated: June 18, 2025

**Quyen Edwards**  
*Library Board Secretary*

Portage District Library  
300 Library Lane  
Portage, MI 49002

# AGENDA

June 23, 2025

## I. Start of Meeting

## II. Roll Call

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

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

## IV. Adoption of the Agenda for the Regular Meeting of June 23, 2025 (1 minute) (Vote)

## V. Audit Presentation (20 minutes)

- A. Presentation of Audit Report for FY 2024 by Rehmann Robson (Info) Pg.5

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

- A. Minutes of the regular meeting held on May 19, 2025 (Info) Pg.6-8
- B. June 2025 Narrative (Info) Pg.9-12
- C. Spotlight on Outreach (Info) Pg.13-15
- D. Financial Condition for May 2025 (Info) Pg. 16-17
- E. Statistical Report for May 2025 (Info) Pg.18-19
- F. July 2025 Program Calendar (Info) Pg.20
- G. MLA Advocacy for May-June 2025 (Info) Pg.21-22
- H. Updated Staff Organizational Chart (Info) Pg.23
- I. Memo: Staff Development Day 2025 (Info) Pg.24
- J. Budget Amendment: World Language Collection (Info) Pg.25

## VII. Governance (20 minutes)

- A. Initial Discussion About Plans for 2025 Library Board Retreat (Info) Pg.26
- B. Heritage Room Policy Update (Vote) Pg.27-28
- C. Creation Station & Makerspace Usage Policy Update and Price Adjustment (Vote) Pg.29-33
- D. Memo: Friends of the Library Update (Info) Pg.34.

## VIII. Ends Development (20 minutes)

- A. Presentation of the Preliminary FY 2026 Budget for the Portage District Library (Attached Separately)

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

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

# AGENDA

## **X. Process Evaluation (5 minutes total)**

- 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 Items

## **XI. Adjournment**

# Memo

## Presentation of Audit Report for Fiscal Year 2024 by Rehmann Robson

**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** June 16, 2025

The Fiscal Year 2024 financial audit of Portage District Library has been completed, and a representative from the accounting firm Rehmann Robson will present virtually at the June 23, 2025, board meeting. They will go over the audit report and summarize the library's financial standing for the period January through December 2024. At that time, their major findings will be shared, and you will have an opportunity to ask any questions you may have.

# MINUTES

From the May 19, 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, Tom Vance, and Donna VanderVries,

**Board Members Absent** Linda Whitlock (excused)

**Library Staff Present:** Library Director Christy Klien, Rolfe Behrje, Ben Chee, Quyen Edwards, Rob Foti, Abby Pylar, and Laura Wright

**Library Staff Absent:** Lawrence Kapture, Steve Rossio, Colin Whitehurst

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

Library Board Chair Tom Vance welcomed everyone to the May 19, 2025 Library Board Meeting. He asked if anyone present had any comments and there were none.

## V. Adoption of the Agenda for the Regular Meeting of May 19, 2025

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

**MOTION:** It was moved by Trustee VanderVries and supported by Trustee Baker that the Library Board adopt the agenda for the regular meeting of May 19, 2025. Vote 6-Yes, 0-No, 1-Absent (Whitlock). Motion carried.

## VI. Consent Agenda

Library Board Chair Vance asked if there were any changes needed to the consent agenda for the May 19, 2025 board meeting before its adoption. Trustee Behr asked for the removal of Item G - Review of Patron Behavior Policy. Board Chair asked for a motion to approve the Consent Agenda minus Item G.

- A. Minutes of the regular meeting held on April 28, 2025 *(Info) Pg. 5-9*
- B. May 2025 Narrative *(Info) Pg. 10-14*
- C. Spotlight on Website & Digital Tools *(Info) Pg. 15*
- D. Financial Condition for April 2025 *(Info) Pg.16-17*
- E. Statistical Report for April 2025 *(Info) Pg. 18-19*
- F. June 2025 Program Calendar *(Info) Pg. 20*
- G. Review of Patron Behavior Policy *(Info) Pg. 21-26*
- H. Review of Reciprocal Borrowing Policy *(Info) Pg.27*
- I. MLA Advocacy Update for April 2025 *(Info) Pg. 28-29*

**MOTION:** It was moved by Trustee Friedman and supported by Trustee Terry that the Library Board approve the consent agenda for the regular meeting of May 19, 2025 without Item G. Vote 6-Yes, 0-No, 1-Absent (Whitlock). Motion carried.

# MINUTES

Question about Item G - Review of the Patron Behavior Policy.- Trustee Behr referred to Section Q, (page 24) "Patrons must provide ID when requested". Behr asked about the wording and to what situations this might refer to. Klien said it is for members of the public who want to use the computers, use a study room, create and purchase items from the Makerspace, etc. Klien said this policy was created with the assistance of the library attorney. Klien said that while we want everyone to feel comfortable at the library, patrons may be asked to identify themselves if there is an issue or if they are in violation of one of the library's policies. Trustees had a discussion about the wording of the policy and considered adjustments. Klien said that she can take the policy to the attorney to suggest alternate wording. Trustee Friedman offered to look at the Patron Behavior policies of other libraries. It was determined to keep the current policy in place and have additional discussion at the June meeting.

## VII. Governance

### A. Follow-Up on Mid-Year meeting with the Library Director

Board Chair Vance gave an update of the Mid-Year meeting with Library Director Klien which took place earlier in the day. Klien gave updates on all four of her goals. Vance opened the floor to any questions or clarifications of details.

Trustee Friedman asked about the staff survey. Klien said it will most likely come through Paylocity (the library's payroll portal) which can be submitted anonymously. Our HR consultant Stefon Hemphill is looking at survey question options.

### I. Staff Presentation on Summer Reading Program 2025

Laura Wright, Head of Youth Services gave a brief presentation about Summer Reading 2025. Youth staff created a video and all PPS students will receive paper reading logs. Wright said that they have tried to move away from paper logs, but the people want it! The library will continue to do the Summer Quest program. Youth complete activities, write in the journal about their experiences, and come into the library to tell staff about what they did. This is great for practicing interpersonal skills and writing in addition to reading in the summer. The staff really enjoy it as well.

One change Wright said was being implemented this year is that kids were not always motivated by the abstract gift card drawing prize. Youth staff are giving kids stickers if they read at anytime during the week, and having participants enter drawings for physical prizes that they can view on display. Youth can also earn 3 books over the course of the program at 15, 30 and 45 hours. There will also be grand prize drawings at the end of the summer. Thanks was given to the Friends of the Portage District Library for their support.

Trustees thanked Laura Wright, Head of Youth Services, for her presentation.

Adult Services Librarian Ruth Cowles is running the Adult and Staff Summer Reading Programs. She puts together gift baskets. Participation in summer reading and activities earn tickets towards the raffle towards those items.

Summer Reading video for the schools was shown to trustees who really enjoyed it and gave kudos to Manager Colin Whitehurst.

# MINUTES

## VIII. Library Director's Reports

### A. Final remarks by Library Director for the May 19, 2025 Library Board Meeting

Library Director Klien said Staff Development Day is proposed for Sept. 19th this year. We are planning to have speakers from OutFront and someone who can speak about De-escalation. Once we finalize presenters, we will request the specific date to be closed.

Area storms and power outages kept the library BUSY this week! Staff was amazing and reconfigured spaces to serve the public.

Library Director Christy Klien will be out of the building from Wed-Fri next week for ThinkSpace MLA with other Library Directors.

Klien requested that a representative from Portage Public Safety attend the July Board Meeting for this year's guest speaker.

We have made a selection for our first maker in residence. She is a fabric artist. We are looking forward to having her do workshops, display her artwork, and help the community create a project together.

Head of Youth Services Laura Wright said that the library would be hosting the Lego City from June 30-Sat. July 5th. We are looking for volunteer for 2 hour shifts. Wright will follow up with an email to see if any trustees are interested.

Klien reminded trustees that the library will be closed on Juneteenth- June 19th. There will be informational displays in adult and youth.

## IX. Process Evaluation

### A. Suggestions for Agenda Items to be included on the June 23, 2025 Board Meeting

1. Minutes of the Regular Meeting held on May 19, 2025
2. Audit Presentation by Rehman Robson
3. Discussions about Plans for 2025 Library Board Retreat
4. Review of Heritage Room Policy
5. Review of Creation Station/Makerspace Policy
6. Presentation of Proposed Library Operating Budget for FY2026

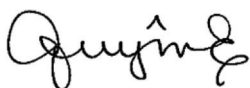
Miscellaneous - None

## X. Adjournment

Library Board Chair Vance said if there was no further business to be considered, that he would adjourn the regular board meeting of May 19, 2025.

**DISPOSITION:** The regular board meeting of May 19, 2025 was adjourned at 6:40 PM

Recorded and Transcribed by,



Quyen Edwards

Library Board Secretary

# Director's Report

## June 2025

### Adult Services

On Friday, May 2nd, Adult Services Librarian [Rachael Wiegmann](#) hosted the 2025 Author Hop. This program had 125 attendees and 26 authors who participated. There were authors in many different genres; it was nice to see the variety. The authors enjoyed networking with other local writers and selling their books. Thank you to [Lawrence Kapture](#), [Abby Pylar](#), [Ruth Cowles](#), and [Jane Fleming](#) for helping to make this a successful evening.

Outreach Librarian [Sara Weyenberg](#) attended the book club for the Kalamazoo Area Newcomers Group on Monday, May 5th, to promote library resources such as the Book Discussion in a Bag kits and tips for how to choose a book club book. There were 26 guests in attendance.

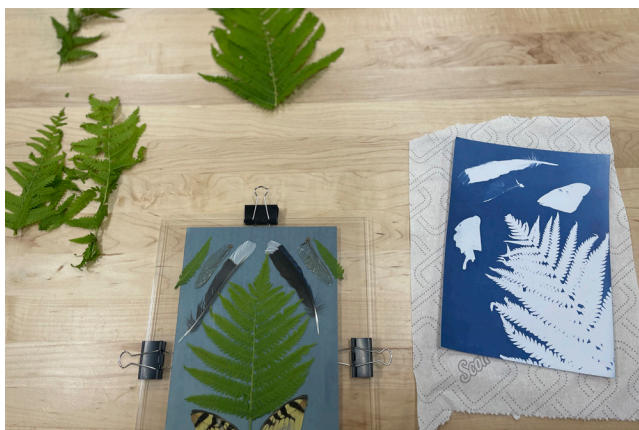
"Thank you! We all really enjoyed you and your book recommendations. A couple comments were "I want to read them all" and "she really knows her books." I expect at least a couple of the books you recommended will be on our club reading list."

On Tuesday, May 13th, Scott Hendrichsen from the Kalamazoo Bottle Club gave a presentation on privy digging: retrieving historical artifacts where outhouses once were. This program had 32 participants. Privy diggers were able to locate these locations using old plat maps and ground probes. Mr. Hendrichsen brought in his own mini museum of artifacts that he had found.



Librarian [Ruth Cowles](#)' preparation for the Staff and Adult Summer Reading program required approximately eighty hours of work time, coordinating with Youth and Marketing staff. Both programs started on time with no complications.

On Thursday, May 29, the Makerspace hosted a program called Cyanotype Art in the month, which is a process where you can make art from exposure to light. The program was full with 12 participants. Patrons could bring flowers or plants of their own. They arranged them to make the image they wanted and then put them on cyanotype paper that they then enclosed under glass. After exposure to light for about ten minutes or so, they had some beautiful imagery.



## Youth Services

May is typically a slower month in Youth Services due to the imminent end of the school year and lighter program schedule in preparation for the Summer.

Youth Staff [Laura Wright](#) and [Andrea Smalley](#) spent the day with 8th graders at Portage Central Middle School to promote summer reading and library resources. Students learned about library materials and the digital library, and Makerspace tools like the Indi robots and button makers. Each student received a copy of their Library PASS card.



To promote the library's Summer Reading Programs, Youth Staff created a video to be shown in classrooms at the end of the school year. In addition, Youth Staff delivered Summer Reading Program flyers and reading logs to all Portage Public School elementary and middle school students.

Youth Staff [Annette Wendt](#) hosted the final Kids' Mug Club in May. The kids made a Brownie in a Mug. Because it was the last class, all participants got to take the mug home. Annette used the MakerSpace to sublimate the Brownie in a Mug recipe on the mug, so the kids would always have the recipe and a mug to make it in. They thoroughly enjoyed the class and their tasty treat.

## Circulation & Technical Services

During the month of May, we had 683 students use their PASS cards. We sent out 3038 text messages regarding bills, holds, overdue materials, and membership renewals. With the Cover One machine, we repaired 114 books for a savings of \$1648.25.

## Heritage Room

Working with the Heritage Room Coordinator, [Steve Rossio](#), the D.A.R. or Daughters of the American Revolution, have placed a flag collection box in the entrance way of the library. The purpose of the box is to collect worn out, damaged or unused flags and properly dispose of them. The D.A.R. evaluates each flag with those in good condition going to places such as Fort Custer while those that are beyond reuse are properly disposed of. The collection box was to be here for only a month however the success was such that the D.A.R. asked to leave it here through the end of August.



## Personnel

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 library is losing two (2) staff members in June, [Lindsey Lake](#) and [Daci Tufano](#). As a result, the library has hired several new staff members to fill these positions, as well as two other vacant positions. [Ella Cox](#) began work on June 3 as a temporary Library Aide for the summer, [Anum Khan](#) and [Sarah Gibbons](#) are new Library Assistants in the Circulation Dept. and began in early June, and finally, [Lea Hatley](#) will begin in July as a Library Assistant. The library has completed its preliminary budget and will present it to the Board at the June meeting. Lastly, the Business Services Dept. has been working with Rehmann to complete the library's annual financial statement audit. The audited financial statements will be presented to the Board at the June meeting.

## Information Technology

In May 2025, the IT Department began decommissioning hardware in its MDF as it transitions to private/vendor cloud solutions. Other savings the library will begin to realize includes lower power draw/lower utility bills, reduced spare supplies, elimination of service contracts, costs of unplanned hardware events and loss of services due to extreme events.

In May 2025, the library upgraded its firewall firmware with zero downtime due to the high availability design. The library also reviewed the configuration of these firewalls (IDP, TALOS (Blacklists), Malware, Hosts and Services Allows/Denys).

In May 2025, the library upgraded and reviewed its Cisco Umbrella DNS, Malware and CIPA filtering

services. This upgrade was both a reorganizing of services and infrastructure required profile changes for both staff and public access profiles at the library.

In May 2025, the library began migrating its Active Directory, File and Print Services to a new server. The library also upgraded its AV protection through its network partner Aunalytics. The library is beginning discussions for enhancing MFA for VPN services for the staff portal.

In May 2025, the library began discussions with Aunalytics centered on DMVPN (Dynamic Routing for both its staff and public access networks) The concept is when/if an internet link goes down the services will moved to the other internet link making our internet links more dynamic and delivering it with less manual configuration.

The library is well positioned and designed in its network to grow and change with its future network and technology services. The library will spend less time managing hardware and software locally and more time configuring and delivering solutions.

This month, a new Mobile Printing service went live. The legacy version will run until July 1, 2025.

## **Maintenance & Building Services**

Throughout June, several important maintenance tasks were successfully completed. Plumbing repairs in the utility closet's basin were addressed, ensuring proper functionality. Comprehensive pest control services were completed to maintain a clean and safe environment. As part of our regular quarterly maintenance schedule, the HVAC system was serviced, and a few issues were identified, which are currently being resolved. Additionally, Boiler Pump #2 was rebuilt and is now functioning properly. Both the exterior and interior windows were thoroughly cleaned by Fish Window Services, improving the building's overall appearance. Looking ahead, dates have been finalized for sealcoating the parking lot, with efforts in place to minimize disruption during the process.

# Spotlight On: Outreach

As the Library's role in Portage has grown and changed, so has our responsibility to effectively collaborate with outside organizations and adapt our services to better fit the community's needs. Both Youth and Adult Departments have tasked a staff member to prioritize outreach. Both have worked to connect to community organizations and families, raise awareness of Library services, and provide a bridge to those who are underserved. They perform a great deal of the outreach themselves, and coordinate PDL Staff and community partner participation as well. Thank you, [Andrea Smalley](#) (Youth Services) and [Sara Weyenberg](#) (Adult Services). We are so appreciative of your efforts!

## Youth

The Youth Department had a very busy first half of 2025 with various types of Outreach. Many of our outreach efforts have become traditions, including visiting all Kindergarten and Young 5's classrooms to deliver library cards, the March is Reading Month challenge with the elementary schools, a variety of Family Literacy Nights programs at the schools and the library, and field trips for students from Pre-K to High School. This school year we were pleased to also have new opportunities to connect with students and families, such as the first ever PPS Enrollment Event held by the PPS administration and the Title 1 Summer Kick Off at Amberly Elementary. We are especially proud of our remote circulation and outreach collection work. Working with Courtney Smith at Community High School and Bobby Kridler at PPS, the Youth Department developed a system for remote circulation of library materials to Community High School using the inter-school mail system. From there, we worked with CoHS to build an outreach collection of high interest titles to circulate at Community High during the school year. When the School Media Specialists from Woodland, Haverhill, and Central Elementary learned that their library collections would be boxed up at Spring Break for their summer move, we used our experience with Community to create outreach collections for those three elementary schools as well. We were able to deliver over 1600 books to those three schools so that students had access to library materials for the last months of the school year.



## Adult

For the past year, Outreach Librarian [Sara Weyenberg](#) has been focusing on efforts to reach populations in our community who may have difficulty or be unable to visit the library or other valuable services. The past year has seen a significant increase in partnerships with community resources on the local, county, and state level to bring resources directly into the library. This includes programming with the Kalamazoo County Mobile ID Unit, the Kalamazoo County Mobile Health Unit, the State of Michigan Unemployment Insurance Agency, and the Kalamazoo County Sheriff's Office. These community partners have offered important services to our patrons at no-cost as they share a joint mission with the Library to have a well-informed and connected community.

Monthly visits to senior living facilities in the community have continued with a growing number of residents stopping by to interact with their Library and receive library services in their residences. A connection has also been made with the LIFT Foundation which aids people with low incomes or who are disabled so they can have affordable housing. There are plans to integrate mobile library services at their locations within the Portage community.

The Library has continued efforts to partner with local nonprofits and cultural organizations. Outreach Librarian Sara Weyenberg continues to serve on the Board of Directors for the Kalamazoo Literacy Council. She also attended a workshop at the Portage Senior Center about becoming a dementia-friendly organization. This initiative will continue through her involvement in the City of Portage's Dementia Friendly Communities committee where she will serve as a library representative. We also have ongoing partnerships with Urban Alliance and the Chinese American Association of Greater Kalamazoo. Donations from Purl for Portage were also distributed to the Kalamazoo Refugee Resource Collaborative and to a member of the community who distributes to community members in need through the Salvation Army.

Warmer weather ushers in all of the great events offered by the City of Portage. Outreach Librarian [Sara Weyenberg](#) has committed to three Friday at the Flats events, six Farmers' Markets, Scaln' Up for Summer, Fall Fest, and expanded involvement in the Traditional Holiday Celebration for 2025. City events offer a wonderful opportunity to connect with the Portage community and people have come to expect to see us at these events, particularly the Farmers' Markets. They are overjoyed to be able to ask questions, see the Library in an unexpected place, and even get their library cards on the spot.



## PDL Seed Library and the Kalamazoo Seed Collaborative

Portage District Library, with representation by [Quyen Edwards](#), is proud to be a member of the Kalamazoo Seed Collaborative. Their mission is to encourage and empower a rich and vibrant food system for our community by encouraging the Kalamazoo Community to grow, with free seeds and seed stories. Other collaborators include: Kalamazoo Valley Community College Food Innovation Center, Kalamazoo Public Library, Kalamazoo Valley Museum, Western Michigan University Library, Urban Exposure Initiative LLC, and the Edison Neighborhood Association.

Between February 18-April 22, 2025, the collaborative hosted weekly Honorable Harvest Lecture series at the Marilyn J Slack Culinary and Allied Health Building with programs including a Community Seed Packing day. PDL also hosted an informational table featuring the Seed Library at the Freshwater Foodways Symposium at the Kalamazoo Valley Museum.

The Kalamazoo Seed Collaborative meets every other month at one of the collaborating locations to share information about their programs, clean and share seeds, and plan upcoming events.

Member Seed Libraries and the Kalamazoo Seed Collaborative were highlighted in an April article of NowKalamazoo titled "Check it out: Seed libraries are on the rise in Kalamazoo CountyMichigan is a nationwide leader in growing food and flowers by lending seeds for planting and collecting seeds to return to the library to be checked out and planted again." You can find the article at the link below:

[https://nowkalamazoo.org/2025/04/check-it-out-seed-libraries-are-on-the-rise-in-kalamazoo-county/?fbclid=IwY2xjawK-s55leHRuA2FlbQlXMQBicmlkETE1d00ybWlrb3hVczFCcHZwAR78y5wUMBgtCz6RW3RzkhovNfgwVFEI\\_E9nkb3VTm-LvKbOgElaFtjmVVKaig\\_aem\\_zrS5wBMzCkhKSNbtOTH6vA](https://nowkalamazoo.org/2025/04/check-it-out-seed-libraries-are-on-the-rise-in-kalamazoo-county/?fbclid=IwY2xjawK-s55leHRuA2FlbQlXMQBicmlkETE1d00ybWlrb3hVczFCcHZwAR78y5wUMBgtCz6RW3RzkhovNfgwVFEI_E9nkb3VTm-LvKbOgElaFtjmVVKaig_aem_zrS5wBMzCkhKSNbtOTH6vA)



# Financial Condition Report

May 2025

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

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

*Director's Response:* Revenue \$8,669,086  
Expenditures \$2,902,138

Fund	3/31/2023	Changes	4/30/2023
General Reserve (13%)	727,173	-	\$ 727,173
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	\$75,542	-	\$75,542
Unassigned Fund Balance	\$5,481,851	-	\$5,481,851

**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

May 2025

	Month Statistics			YTD Statistics		
	May-25	May-24	CHANGE	2025	2024	CHANGE
<b>Circulation/Collections</b>						
<b>Total Library Circulation</b>	<b>75,867</b>	<b>70,192</b>	<b>8.08%</b>	<b>406,801</b>	<b>374,261</b>	<b>8.69%</b>
Adult - Books	16,536	15,326	7.90%	83,895	81,226	3.29%
Adult - A/V	2,576	2,894	-10.99%	14,349	18,218	-21.24%
Youth - Books	30,653	27,320	12.20%	155,622	147,068	5.82%
Youth - A/V	2,626	2,280	15.18%	13,244	14,859	-10.87%
Hot Picks	667	615	8.46%	3,120	3,477	-10.27%
E-Material	21,216	19,543	8.56%	128,045	99,515	28.67%
ILL - PDL Requests	992	1,540	-35.58%	5,351	6,152	-13.02%
ILL - Other Lib. Requests	601	674	-10.83%	3,175	3,746	-15.24%
<b>Self-Checkout Percentage</b>	<b>50.64%</b>	<b>50.15%</b>		<b>51.55%</b>	<b>51.36%</b>	
<b>Total Library Collection</b>	<b>181,088</b>	<b>177,340</b>	<b>2.11%</b>			
Adult - Books	71,340	71,561	-0.31%			
Adult - A/V	9,221	10,993	-16.12%			
Youth - Books	90,614	85,097	6.48%			
Youth - A/V	7,344	7,167	2.47%			
Hot Picks	2,569	2,522	1.86%			
<b>Net Acquisitions</b>	<b>1,762</b>	<b>737</b>	<b>139.08%</b>	<b>6,175</b>	<b>(1,134)</b>	<b>644.53%</b>
Purchased - Books	2,922	2,074	40.89%	13,444	7,215	86.33%
Purchased - A/V	159	108	47.22%	689	755	-8.74%
Donated - Books	0	0	0.00%	1	0	100.00%
Donated - A/V	0	0	0.00%	1	0	100.00%
Material Discarded	(1,319)	(1,445)	8.72%	(7,960)	(9,104)	12.57%
<b>Total In-House Usage*</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>0</b>	<b>0</b>	<b>n/a</b>
In-House Periodical Usage	n/a	n/a	n/a	0	0	n/a
In-House Book Usage	n/a	n/a	n/a	0	0	n/a
<b>Patrons</b>						
<b>Total Patrons</b>	<b>34,129</b>	<b>33,833</b>	<b>0.87%</b>			
Adult	17,561	16,642	5.52%			
Youth	2,046	2,289	-10.62%			
Non-Resident	237	205	15.61%			
Reciprocal	3,673	3,214	14.28%			
Internet User	458	623	-26.48%			
PASS Users	10,095	10,800	-6.53%			
Professional	59	60	-1.67%			
<b>Net Patrons</b>	<b>136</b>	<b>207</b>	<b>-34.30%</b>	<b>857</b>	<b>734</b>	<b>16.76%</b>
Adult	182	179	1.68%	980	1,084	-9.59%
Youth	15	13	15.38%	44	75	-41.33%
Non-Resident	7	1	600.00%	15	13	15.38%
Reciprocal	63	44	43.18%	353	364	-3.02%
Internet User	0	43	-100.00%	72	273	-73.63%
PASS Users	4	3	33.33%	69	112	-38.39%
Professional	0	0	0.00%	2	3	-33.33%
<b>Patrons Removed</b>	<b>(135)</b>	<b>(76)</b>	<b>-77.63%</b>	<b>(678)</b>	<b>(1,190)</b>	<b>43.03%</b>

# Statistical Report

May 2025

	Month Statistics			YTD Statistics		
	May-25	May-24	CHANGE	2025	2024	CHANGE
<b>Library Building Usage</b>						
<b>Total Meeting Room Usage</b>	<b>886</b>	<b>702</b>	<b>26.21%</b>	<b>4,444</b>	<b>3,989</b>	<b>11.41%</b>
Internal/Collaboration	91	113	-19.47%	606	575	5.39%
External/Outside Usage	795	589	34.97%	3,838	3,414	12.42%
<b>Total Program Audience</b>	<b>1,690</b>	<b>3,799</b>	<b>-55.51%</b>	<b>16,622</b>	<b>16,036</b>	<b>3.65%</b>
Adult	1,189	757	57.07%	5,751	4,033	42.60%
Youth	333	2,960	-88.75%	10,066	11,410	-11.78%
Heritage Room	168	82	104.88%	805	593	35.75%
<b>Total Number of Programs</b>	<b>77</b>	<b>79</b>	<b>-2.53%</b>	<b>510</b>	<b>460</b>	<b>10.87%</b>
Adult	62	58	6.90%	277	210	31.90%
Youth	12	18	-33.33%	220	238	-7.56%
Heritage Room	3	3	0.00%	13	12	8.33%
<b>Total Volunteer Hours</b>	<b>158</b>	<b>175</b>	<b>-9.71%</b>	<b>982</b>	<b>955</b>	<b>2.83%</b>
Adult	54	56	-3.57%	355	304	16.78%
Youth	40	38	5.26%	265	231	14.72%
Technical	9	10	-10.00%	67	57	17.54%
Circulation	23	38	-39.47%	133	196	-32.14%
Administration	32	32	0.00%	162	166	-2.41%
Community Service	0	1	-100.00%	0	1	-100.00%
<b>Total Front Door Traffic</b>	<b>22,056</b>	<b>21,557</b>	<b>2.31%</b>	<b>100,016</b>	<b>100,641</b>	<b>-0.62%</b>
<b>Total Youth Services Traffic</b>	<b>17,003</b>	<b>16,512</b>	<b>2.97%</b>	<b>76,186</b>	<b>75,150</b>	<b>1.38%</b>
<b>Total Business Center Traffic</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Information Access/Reference/Research</b>						
<b>Total Reference Transactions</b>	<b>9,465</b>	<b>5,268</b>	<b>79.67%</b>	<b>37,081</b>	<b>28,981</b>	<b>27.95%</b>
Adult Phone	633	366	72.95%	3,029	2,213	36.87%
Adult Ready Reference	1,924	1,396	37.82%	8,408	6,378	31.83%
Adult Reference	350	214	63.55%	1,243	1,020	21.86%
Youth Phone	88	64	37.50%	408	328	24.39%
Youth Ready Reference	2,701	2,176	24.13%	14,202	12,676	12.04%
Youth Reference	298	365	-18.36%	1,359	1,900	-28.47%
HR Phone	7	7	0.00%	49	51	-3.92%
HR Ready Reference	422	98	330.61%	1,276	1,401	-8.92%
HR Reference	45	10	350.00%	80	58	37.93%
Circ Phone	576	324	77.78%	2,535	1,499	69.11%
Circ Ready Reference	887	121	633.06%	1,657	814	103.56%
Circ Reference	1,534	127	1107.87%	2,835	643	340.90%
<b>Total Edutainment LAN Use</b>	<b>387</b>	<b>366</b>	<b>5.74%</b>	<b>1,237</b>	<b>1,677</b>	<b>-26.24%</b>
<b>Total Internet Computer Use</b>	<b>1,742</b>	<b>1,717</b>	<b>1.46%</b>	<b>8,851</b>	<b>8,022</b>	<b>10.33%</b>
Youth Computers	167	170	-1.76%	975	796	22.49%
Adult Computers	1,571	1,543	1.81%	7,848	7,207	8.89%
Laptop Computer Circulated	4	4	0.00%	28	19	47.37%
<b>Total Electronic Transactions</b>	<b>42,697</b>	<b>41,132</b>	<b>3.80%</b>	<b>223,762</b>	<b>213,227</b>	<b>4.94%</b>
WebSite Hits	31,564	30,080	4.93%	169,690	160,253	5.89%
WebCatalog Sessions	9,788	9,643	1.50%	46,077	44,614	3.28%
Licensed Database Hits	1,345	1,409	-4.54%	7,995	8,360	-4.37%

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

Christy Klien, Library Director

### **LEGO City**

Castles and Pirates  
June 30 - July 5

### **Wildlife Ponds**

Your Garden's Missing Piece  
Monday, July 07 | 6:30pm - 8:00pm

### **Summer Storytime**

For children 5 and under and their  
grownups  
Tuesday, July 8 | 9:30am - 10:00am

### **Summer Storytime**

For children 5 and under and their  
grownups  
Tuesday, July 8 | 10:30am - 11:00am

### **The Beauty Biz: Part 2**

Beyond the Chair  
Wednesday, July 9 | 2:00pm - 3:30pm

### **Immaculate Snacks & Gaming**

6th-12th Grade  
Wednesday, July 9 | 3:30pm - 4:30pm

### **Speed Gaming**

So Many Games, So Little Time  
Wednesday, July 9 | 6:00pm - 8:00pm

### **Preschool STEM Event**

Celebrate STEM with your preschoolers!  
Thursday, July 10 | 5:00pm - 7:00pm

### **Recognizing Scams & Fraud**

With the Kalamazoo County Sheriff's Office  
Monday, July 14 | 6:30pm - 8:00pm

### **Summer Storytime**

For children 5 and under and their  
grownups  
Tuesday, July 15 | 9:30am - 10:00am

### **Summer Storytime**

For children 5 and under and their  
grownups  
Tuesday, July 15 | 10:30am - 11:00am

### **Knot for Profit**

A Fiber Arts Club  
Tuesday, July 15 | 6:00pm - 8:00pm

### **Teen Ice Cream Social**

6th-12th Grade  
Tuesday, July 15 | 6:30pm - 7:30pm

### **Craftapalooza**

Family craft free-for-all  
Wednesday, July 16 | 2:00pm - 4:00pm

### **Middle Grade Book Club**

4th-6th Grade  
Wednesday, July 16 | 6:00pm - 7:00pm

### **Kindergarten Readiness**

For Those Entering Kindergarten in the Fall  
of 2025  
Thursday, July 17 | 3:00pm - 4:00pm

### **Bedtime Storytime**

For children 5 and under and their  
grownups  
Thursday, July 17 | 6:30pm - 7:00pm

### **Kalamazoo McIntosh Users' Group**

Saturday, July 19 | 9:00am - 12:00pm

### **PDL Sew Camp I: For Children and Caregivers (K-5th grade)**

Learn the Basics  
Monday, July 21 | 6:00pm - 8:00pm

### **Summer Just Move Storytime**

Tuesday, July 22 | 9:30am - 10:00am

### **Summer Just Move Storytime**

Tuesday, July 22 | 10:30am - 11:00am

### **Home Staging with Kalamazoo Kitty**

Tips and Tricks  
Tuesday, July 22 | 3:30pm - 4:30pm

### **Teen LGBTQ+ Meet-Up**

6th-12th Grade  
Tuesday, July 22 | 6:30pm - 8:00pm

### **Acrylic Ink and Water**

Learn to Blend Two Styles Together  
Tuesday, July 22 | 6:30pm - 8:00pm

### **Mindful Meditation**

with Nicole Najar!  
Wednesday, July 23 | 6:00pm - 7:00pm

### **PDL Sew Camp I: For Children and Caregivers (K-5th grade)**

Learn the Basics  
Wednesday, July 23 | 6:00pm - 8:00pm

### **Family Book Club Trivia**

Read and Play as a Family  
Thursday, July 24 | 6:00pm - 7:00pm

### **Charcuterie Tips and Tricks**

with Laurel Day  
Thursday, July 24 | 6:00pm - 7:00pm

### **Summer Storytime**

For children 5 and under and their  
grownups  
Tuesday, July 29 | 9:30am - 10:00am

### **Summer Storytime**

For children 5 and under and their  
grownups  
Tuesday, July 29 | 10:30am - 11:00am

### **Creative Space for Older Kids**

For ages 8 to 12  
Tuesday, July 29 | 1:00pm - 4:00pm

### **K-5th Grade Sensory Fun**

Hands-on Activities for Elementary Kids  
and Their Adults  
Wednesday, July 30 | 3:00pm - 4:00pm

### **K-5th Grade Sensory Fun**

Hands-on Activities for Elementary Kids  
and Their Adults  
Wednesday, July 30 | 4:00pm - 5:00pm

### **Storytime Stroll**

Wednesday, July 30 | 6:30pm - 8:00pm

# MLA ADVOCACY NEWS

May 2025

## IMLS Update: Current Status and Next Steps

The Institute of Museum and Library Services (IMLS) has seen partial restoration of operations following a federal court ruling in *Rhode Island v. Trump*. On May 13, Judge John J. McConnell Jr. issued a preliminary injunction halting the administration's efforts to dismantle IMLS under Executive Order 14238, which had terminated staff and grants in March. The court mandated the reinstatement of employees and grant programs, prompting the administration to report progress by May 20, including the return of staff members and the restoration of competitive grants in the 21 plaintiff states.

The American Library Association (ALA) has welcomed these developments but emphasized the temporary nature of the relief, noting that IMLS remains excluded from the administration's FY26 budget proposal, jeopardizing long-term stability for small, rural, and Tribal libraries.

IMLS is now working to reinstate contracts and resume funding disbursements, contingent on the return of key personnel. Despite compliance with the injunction, the administration has appealed the decision, seeking a stay and arguing the order oversteps statutory limits. Agency leaders, including Acting IMLS Director Keith Sonderling, submitted affidavits citing logistical challenges, such as reversing office relocation plans and managing staffing inefficiencies.

Looking ahead, legal battles will shape IMLS's future. Plaintiffs in *Rhode Island v. Trump* must respond to the stay request by May 27, with a reply from the defendants due by May 30. A ruling on ALA's request for a preliminary injunction in a separate lawsuit (*ALA v. Sonderling*) is expected by May 29. Libraries are urged to monitor updates and consult legal counsel regarding grant reinstatements. While cautious optimism persists, continued advocacy is needed to secure permanent funding and ensure IMLS can fully meet national library needs.

## Michigan Library Advocates Shine at the Capitol!

On Wednesday, April 30, more than 150 passionate library supporters from across Michigan gathered at the Capitol in Lansing to advocate for Michigan libraries. Together, we met with an impressive 105 of Michigan's 148 state legislators—including Senators and Representatives—to share stories of libraries' transformative impact and advocate for critical funding to sustain and grow essential services statewide. We also welcomed Bookmobiles from libraries across Michigan to line Capitol Ave, inviting exploration and showcasing mobile library services.

Advocates emphasized the urgent need to increase the state's investment in libraries in fiscal year 2026 to support the Michigan eLibrary (MeL), the Library of Michigan's interlibrary loan program, and other statewide initiatives, offsetting devastating federal funding losses and ensuring continued access to resources for all Michiganders. Attendees also educated legislators about the irreplaceable value of libraries, from bridging information gaps to fostering lifelong learning and community connection. As the budget process unfolds, we'll continue advocating tirelessly to ensure lawmakers recognize the value of libraries and the need for sustained support.

A heartfelt thank you to every advocate, legislator, and partner who made this day possible. Together, we're ensuring Michigan's libraries continue to light the way!

# MLA ADVOCACY NEWS

## Michigan Budget Process Advances Amid Fiscal Uncertainty

State officials finalized key revenue projections last Friday during Michigan's Consensus Revenue Estimating Conference (CREC), a critical step in shaping the next fiscal year's budget. CREC typically sets the foundation for the governor's budget proposal in January and updates figures in May ahead of final legislative negotiations. A bipartisan panel, led by top legislative fiscal advisors and the State Budget Director, revised January's economic forecasts, projecting that revenue will be down by \$320 million for the upcoming fiscal year amid warnings of uncertainty tied to potential federal tariff disputes and spending debates. While overall state revenues are expected to dip, the School Aid Fund will likely see a modest boost.

With divided control of state government, reconciling priorities remains a challenge. Though last Friday's CREC meeting was the last scheduled for this budget cycle, officials left the door open to reconvene if economic conditions shift dramatically. As debates continue, Michigan's ability to balance competing demands—from education funding to economic uncertainties—will hinge on bipartisan compromise in the weeks ahead.

**June 13, 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.

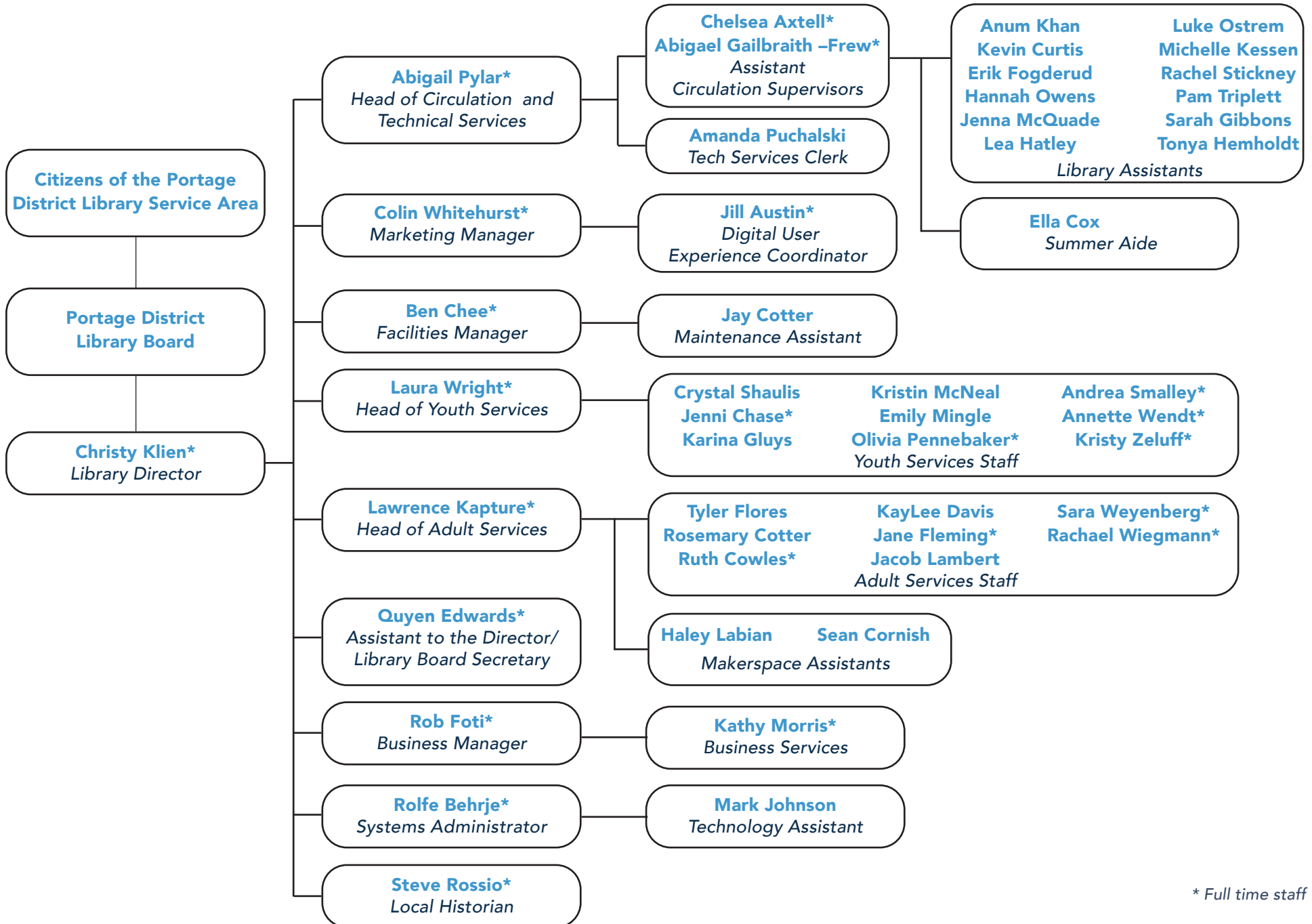
Approved in a party-line vote, the House budget bill, HB 4576, preserves state aid to libraries, providing the same \$16.5 million allocation as was approved for the current fiscal year. This is in line with the Governor's original budget proposal for next year as well. Both budgets propose flat state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

The House budget also zeroes out the \$5.6 million allocated to the Library of Michigan through the Library Services Technology Act (LSTA), a program facilitated by the Institute of Museum and Library Services (IMLS). By removing that line from the budget, House Republicans are indicating they do not expect to receive any funding from IMLS for fiscal year 2026. Unfortunately, their budget does not include any appropriation from the State of Michigan to replace those dollars.

It's important to note that the approved House bill is just the first step in a long negotiations process between House leadership and appropriation chairs. This version of the state budget will likely see many changes before a final version is adopted. As the legislature continues its work and negotiations on a fiscal year 2026 budget, MLA will be sure to keep you updated on any new developments related to library funding.

# Staff Organizational Chart

July 2025



\* Full time staff

# Memo

## 2025 Staff Development Day

**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** June 12, 2025

The library's Professional Development Committee has been planning this year's annual Staff Development Day for Friday, September 19, 2025. The day will be filled with library-wide training sessions featuring guest speakers from OutFront Kalamazoo and Dr. Margaret Ann Paauw, a licensed clinical social worker and assistant professor at Eastern Michigan University, as well as team-building exercises and departmental-focused meetings and training.

We request that the Library Board approve the closure of the library on Friday, September 19, 2025, to enable staff to focus on training that will benefit both the community and the staff.

# Memo

## Budget Amendment to adjust the FY 2025 Budget for a Designated Donation

**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** June 16, 2025

### BACKGROUND

On June 5, 2025, the library received a \$5,000 donation that was designated to the World Language Collection and immigrant focus from Mr. Hojat Jeffret Rostami in memory of his wife, Antonia.

### RECOMMENDATION:

I recommend that the Library Board approve a Budget Amendment to the Fiscal Year 2025 Budget to increase the Adult Services Materials Restricted expenditure lines by \$5,000 for the use of these funds in FY2025.

# Memo

## Initial Discussion About Plans for 2025 Library Board Retreat

**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** June 18, 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. In the past few years, the Library Board Retreat time has been used to rewrite the Library's mission, vision, and values statements, and complete a Strategic Plan for the Library with facilitator Amanda Standerfer. Board retreats could also include additional training or a fieldtrip.

Plans for a 2025 Library Board has been placed on the agenda for the June 23, 2025 Meeting for discussion.

# Heritage Room Collections and Use Policies

## I. Collections Policy

- A.** The Local Historian will, at his/her discretion, accept donations of materials for the Heritage Room that complement existing collections, add to the history of the immediate community and surrounding areas, and/or develop collections of specific interest to the library, provided no restrictions are attached to their use, display or disposition.
- B.** At the discretion of the Local Historian, materials may be added to the Heritage Room Collection through gifts, purchases or trades from individuals or institutions, or by deposit from various governmental bodies.
- C.** In regards to donations, the Local Historian reserves the right to reject any material if said material is deemed to be unsuitable for the Heritage Room Collection by reason of subject, format, condition, or restrictions.
- D.** For every donation received, a Deed of Gift Agreement must be filled out by the Local Historian and then signed by both the Local Historian and the Donor. This Deed of Gift Agreement must also include a concise inventory of items received and a list of any restrictions placed on said donations (see number 4). Any items left for the Local Historian that do not have contact information will be treated solely as a gift and will fall under Collections Policy number 2.
- E.** If restrictions are requested on a donation, they will be listed on the Deed of Gift Agreement and will be reviewed by both the Local Historian and the Portage District Library Director to determine if the item(s) will be accepted or declined due to the nature of said restrictions verses the historical value of said donation.
- F.** Items which are accepted into the Heritage Room Collection become the sole property of the Portage District Library and will be available for use by the general public. If at any time after acceptance 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. Deaccessioning will take place after a review by both the Local Historian and the Portage District Library Director.
- G.** The acceptance of any historical material left in the Heritage Room without contact information will fall to the discretion of the Heritage Room Coordinator. The Heritage Room Coordinator will determine if said material left in the Heritage Room should be admitted to the collection, and, if so, a deed of gift will be completed with the header reading "Unknown Donor. Item left in Heritage Room on (date)." If the item(s) is/are determined to be of no use to the Heritage Room Collection, it will be properly disposed of two weeks after being discovered.

## II. Use Policies

- A.** The use of rare or fragile materials by the general public shall be determined by the Local Historian and may be limited under certain circumstances (see NOTE). Copies of the original items will be provided in lieu of the primary source material when original materials are deemed to be too fragile or rare for use.

**NOTE:** *Reasons for limiting access to original materials may be, but are not limited to, fragility of said materials, rarity of said materials, and/or value of said materials.*

- B.** For patron ease of locating material within the Heritage Room, all Heritage Room books shall be catalogued in the same manner as other Portage District Library materials and shall receive a distinguishing label of "H.R." on their spine. Items determined to be of a unique historical character or of great monetary value shall receive a special archival book-mark containing relevant information in lieu of the standard library sticker labels.
- C.** Heritage Room Archival material may not be loaned from the Portage District Library without the written permission of the Local Historian and the approval of the Portage District Library Director. Heritage Room reference books may be checked out by Portage District Library card holders but will be reviewed on a case by case basis by the Local Historian. The checkout time for Heritage Room material is two weeks. Items will be checked out and checked in solely by the Local Historian.
- D.** Due to space restrictions within the Heritage Room, items may not be placed on long term loan to the Heritage Room. Items loaned to the Heritage Room for display or copying purposes shall not exceed a loan period of six weeks. Each loaned item will be documented in writing with a copy given to the loaner, a copy accompanying the item while in possession of the Heritage Room and a copy placed in the Heritage Rooms master loan file.
- 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.

# Creation Station, Makerspace, and 3D Printing Usage Policy

## I. The Makerspace and Creation Station, including 3D printing, will fulfill the following purposes:

1. To facilitate the exploration of new technology, which will help participants gain practical skill and experience with that technology.
2. To encourage participants to utilize their creative and “maker” skills as they create new things.
3. To encourage creativity, collaboration, the sharing of skills/knowledge, and social connections among participants.

## II. Participants may use the Makerspace and Creation Station supplies and equipment in the following ways:

### 1. As part of a program or workshop.

These workshops will involve all participants working on the same project activity and will generally not require advanced technological skills.

### 2. During a Staffed Hours

The Portage District Library will strive to hold as many “drop-in” times as possible, during which times the Portage District Library staff will be available to assist users with the materials and equipment.

### 3. On their Own

The Makerspace and Creation Station will be available for independent use during all hours the Portage District Library is open and when no other program is scheduled. However, Makerspace Staff will not always be available to assist patrons. Patrons can still use the room and some certain equipment on their own during those times. This option is best for those who are comfortable using the Creation Station and Makerspace equipment independently. Patrons can also bring in their own projects to work on.

**Note: Some equipment will not be available for use during these times. Availability of all equipment is clearly marked in the Makerspace and on the website.**

### 4. Electronic Submission

In addition to an appointment, 3D printing is available via electronic submission.

## III. Conditions Prior to Use

1. Prior to using the Makerspace or participating in a Library hosted “workshop” for the Makerspace, patrons must sign a Release of Liability Agreement. The patron will be considered the “User” for the

purpose of the Release of Liability Agreement. If the patron is under the age of 18, a parent or legal guardian must sign the Release of Liability Agreement. Patrons must also participate in a training session with Makerspace staff or participate in a Library hosted “workshop” for using the equipment from the Makerspace and review this Policy before using the Makerspace.

2. Users under age 14 must be accompanied by a parent or caregiver over the age of 18 while using the Makerspace unless they are attending a sponsored Library workshop involving the use of the Makerspace.

#### **IV. The following policy establishes terms of use:**

1. Portage District Library’s policies, including but not limited to the Patron Behavior Policy and Internet Policy, apply to the Makerspace and Creation Station. Failure to comply with Portage District Library policies may result in loss of Portage District Library privileges.
2. Equipment in the Makerspace and Creation Station, including but not limited to 3D printing, may be used only for lawful purposes subject to any condition set forth in this policy or any other Portage District Library policy. The public will not be permitted to use the equipment in the Makerspace or Creation Station to create material that is:
  - A. Prohibited by local, state, or federal law or regulation.
  - B. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
  - C. Obscene, sexually explicit, or harmful to minors.
  - D. In violation of another’s intellectual property rights. The patron will be responsible for compliance with all intellectual property laws, including patent, trademark, and copyright laws. Responsibility for possible copyright or any other intellectual property infringement lies solely with the user and the Portage District Library disclaims any responsibility or liability resulting therefrom. The person requesting to use Makerspace and Creation Station equipment is liable for any infringement.
    - i. Weapons or weapon replicas of any kind.
    - ii. Produced for commercial purposes or goods to be sold for profit.
3. The Portage District Library is not responsible for any manufacturing defects, issues with quality of workmanship, safety, or flaws or failures in materials associated with the use of the Makerspace and Creation Station’s tools or equipment. Portage District Library is not responsible for failed 3D prints, although we will do our best to assist in completing successful 3D prints.
4. Computers in the Makerspace and Creation Station are to be used for programming, digital content creation, and creative work only.
5. The Portage District Library is not responsible for any loss of digital data, injuries, property damage or other damage to materials provided by users or caused by objects or materials using 3D printers.
6. Some of the Makerspace and Creation Station equipment can only be operated under the supervision of designated Portage District Library staff.
7. Equipment in the Makerspace and Creation Station and 3D printing via electronic submission is available for use on a first-come, first-served basis.
8. Patrons are responsible for bringing their own materials except for 3D printing filament and when

attending Portage District Library sponsored workshops. Portage District Library staff must approve all materials before they are used.

- 9.** Users (or, if minors, their parents/guardians) are responsible for any fees incurred for loss or damage to Portage District Portage District Library property, not associated with normal wear and tear, that is the result of inappropriate or unauthorized use of tools, equipment, or consumable materials, or for clean-up of the tools, equipment, or space. Portage District Portage District Library is not responsible for any damage to or loss or theft of users' personal property including electronic files left on Portage District Portage District Library computers.
- 10.** The Portage District Library Director and designated staff reserve the right to:
  - A.** Refuse any request/service.
  - B.** Review and approve all materials before using equipment in the Makerspace and Creation Station. If there is a problem with designs and/or production, the patron will be informed. The Portage District Library cannot guarantee a successful project or time frame of completion. Failed projects may be attempted two more times.
  - C.** Halt, delete, or disallow the creation of items that violate any Portage District Library policy.
  - D.** Stop a request due to time or equipment capabilities.
  - E.** Set a limit as to the maximum number of projects.
  - F.** Close the Makerspace and Creation Station at any time for programs or maintenance with little or no notice.
- 11.** The Patron agrees to follow the safety policies and procedures involved with the Makerspace, including the following:
  - A.** The Patron will follow all equipment safety procedures as documented if neither a training session, workshop and/or detailed in the owner's manuals. Owner's manuals will be available for review by the User.
  - B.** The patron agrees that if any tool or piece of equipment becomes unsafe or in a state of disrepair, he/she will immediately discontinue use of the tool and notify Portage District Library staff.
  - C.** The Patron must report any accident/incident that occurs to a Portage District Library staff member, at the time of the accident/incident.
- 12.** The patron agrees that items used in the Makerspace and Creation Station are to be returned in the same condition as they were issued, barring normal wear and tear. The Patron agrees to pay for the loss or damage to any items and further agrees to accept the Portage District Library staff's assessment of fair restitution for damage, dirtiness, delinquency and/or loss of items in part or total.
- 13.** The Patron agrees to take precautions to avoid causing unnecessary mess. The Patron agrees to clean up his/her workspace following use and will inform a Portage District Library staff member if they are unable to return a work surface, tool, or equipment to its original state.
- 14.** The Portage District Library is not responsible for the following:
  - A.** The Portage District Library does not accept responsibility if a project is destroyed, does not print correctly, or does not work.
  - B.** The Portage District Library will not offer refunds for supplies used.
  - C.** The Portage District Library does not accept responsibility if a patron's personal equipment (VHS, DVD) is damaged or destroyed while using the tools.

- 15.** Food and drinks are prohibited when using the Makerspace or Creation Station.
- 16.** Users must save their work on their own external memory source – external hard drive, CD, DVD, cloud storage, or flash drive.
- 17.** It is the responsibility of the User to delete and/or remove any files (digital or print) from the Portage District Library equipment in the Makerspace. The Portage District Library is not responsible for equipment or files (digital or print) left behind by Users.
- 18.** Portage District Library staff will provide very limited assistance in using the equipment and software in the Makerspace outside of Staffed Hours. They also are unable to provide assistance in transporting supplies, equipment, or furniture to and from the Makerspace.
- 19.** While the Portage District Library makes every effort to oversee the use of the equipment, usage of the equipment is not under the direction or control of the Portage District Library. Approval to use the Makerspace does not constitute endorsement by Portage District Portage District Library of the uses to which the space is put or the products produced therein. The Portage District Library is not responsible for any object created with the use of the equipment, including any harm or injury incurred because of any usage of the equipment.
- 20.** The Makerspace and Creation Station are not single occupancy rooms. More than one patron/group may be in them at a time, working on different projects.
- 21.** All equipment in the Makerspace and Creation Station must stay in the Makerspace and Creation Station.
- 22.** The library reserves the right to place limits on the number of items patrons create due to the availability of resources.

## **V. 3D Printing**

- 1.** In addition to the above policy provisions, the following are applicable to 3D printing:
  - A.** If submitted electronically, the print file submitted must be sent in .STL format.
  - B.** Only one print request per person will be accepted and printed at a time. A person may submit one request every two weeks.
  - C.** The print object must be smaller than 9.8" x 8.2" x 8.2". Library staff reserve the right to resize projects unless dimensions are specific in the request.
  - D.** The nature of 3D printing does not allow complete member privacy, but the library will comply with the Library Privacy Act.<sup>5</sup>
  - E.** The printer will only print an object in a single color. Color preferences may be submitted and we will do our best to accommodate requests, but the library staff will determine the color of the filament based on availability.

## VI. Fee Schedule for Makerspace

### 3D Printing

The cost for 3D printing is 6 cents per gram with a minimum cost of \$1.00.

### Button Making Machine

The cost is \$0.25 per button

### Embroidery Machine

10¢ per 1,000 stitches

Stabilizer is 50¢ per foot

Minimum charge of \$1.00 per project.

Cotton Baseball Hat \$7.00

### Poster Printing

#### Sublimation Paper (Ink Included)

4 x 9.5            \$0.50

8 1/2 x 11        \$1.00

8.5 x 14          \$1.00

11 x 17           \$1.50

13x19            \$2.00

### HP DesignJet T650 Large Format Printer

Patrons must bring their files for printing on an external USB Flash Drive.

### Printing Costs

Standard matte paper:

**\$1.50 per linear foot**

Heavyweight Coated bond paper:

**\$2.00 per linear foot**

Photo Glossy Paper

**\$3.00 per linear foot**

### Magnet Making Machine

The cost is \$0.50 per magnet.

### The library will carry limited sublimation items:

Sublimation hat: \$6.00

Small sublimation puzzles  
(5 x 7 or smaller): \$2.00

Large sublimation puzzles  
(larger than 5 x 7): \$4.00

Standard coffee mug (11 ounces) \$3.50

20 ounce Tumblers: \$6.00

Coasters \$2.00

Key chains \$1.00

Prices include costs for ink and paper.

# Memo

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

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

### Background

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

There will be an item on the agenda for any Library Board meeting that immediately follows a Friends book sale or board meeting. Since the Friends had a book sale on June 6 and 7, 2025 and their June board meeting on June 9, there will be an item on the agenda for the June 23, 2025 Library Board meeting.