

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting
May 19, 2025

300 LIBRARY LANE, PORTAGE, MICHIGAN 49002



NOTICE OF REGULAR MEETING

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting, Monday, May 19, 2025 | 6:00 PM

The Library Board of the Portage District Library will hold a regular meeting on Monday, May 19, 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: May 15, 2025

Quyen Edwards
Library Board Secretary

Portage District Library
300 Library Lane
Portage, MI 49002

AGENDA

May 19, 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 May 19, 2025 (1 minute) (Vote)

V. Consent Agenda (5 minutes) (Vote)

- 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

VI. Governance (10 minutes)

- A. Follow-Up on Mid-Year meeting with the Library Director (Info) Pg. 30

VII. Staff Presentation on Summer Reading Program 2025 (20 minutes) (Info) Pg. 31

VIII. Library Director's Reports (20 minutes)

- A. Final remarks by Library Director for the May 29, 2025 Library Board Meeting

IX. Process Evaluation (5 minutes total)

- A. Suggestions for Agenda Items to be included on the June 24, 2024 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

AGENDA

B. Miscellaneous

X. Adjournment

MINUTES

From the April 28, 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, and Linda Whitlock

Board Members Absent: Tom Vance

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

Library Staff Absent: Rolfe Behrje and Ben Chee

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

Library Board Vice Chair Jeanne Friedman welcomed everyone to the April 28, 2025 Library Board Meeting. She asked if anyone present had any comments and there were none.

V. Adoption of the Agenda for the Regular Meeting of April 28, 2025

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

MOTION: It was moved by Trustee Vander Vries and supported by Trustee Behr that the Library Board adopt the agenda for the regular meeting of April 28, 2025. Vote 6-Yes, 0-No, 1-Absent (Vance). Motion carried.

VI. Consent Agenda

Library Board Vice Chair Friedman asked if there were any changes needed to the consent agenda for the April 28, 2025 board meeting before its adoption. Trustee VanderVries asked to remove Item H - MLA Advocacy.

- A. Minutes of the regular meeting held on March 24, 2025 *(Info) Pg.5-7*
- B. April 2025 Narrative *(Info) Pg. 8-12*
- C. Spotlight on Volunteers *(Info) Pg.13-14*
- D. Budget Amendment GeekFest *(Info) Pg.15-*
- E. Financial Condition for March 2025 *(Info) Pg. 16-17*
- F. Statistical Report for March 2025 *(Info) Pg.18-19*
- G. May 2025 Program Calendar *(Info) Pg.20*
- H. MLA Advocacy *(Info) Pg.21*
- I. Review Library of Things Policy *(Info) Pg. 22-24*
- J. Monitoring Report on Executive Limitation: Fundraising Activity *(Info) Pg.25-26*

MINUTES

MOTION: It was moved by Trustee Terry and supported by Trustee VanderVries that the Library Board approve the consent agenda minus Item H. Vote 6-Yes, 0-No, 1-Absent (Vance). Motion carried.

Item H- There is some momentum in the drive for Ax MI Tax (a Ballot Initiative to eliminate property tax) with no plans for replacements. VanderVries said this is a significant concern for local government entities. Please keep yourself informed about this issue. Learn more at <https://www.axmitax.org/>

MOTION: It was moved by Trustee Behr and supported by Trustee VanderVries that the Library Board approve Items H . Vote 6-Yes, 0-No, 1-Absent (Vance). Motion carried.

VII. Governance

A. Scheduling of Mid-Year meeting with the Library Director

Library Director Klien reviewed the process with Trustees. She will meet with Library Board Chair Vance in advance of the May Board Meeting for a checkin and discussion of progress towards her Board approved goals for the year.

B. Programming Policy

Trustees discussed the information provided on the memo accompanying the Programming Policy. Library Director Klien said that all staff completes a background check at hire. To complete background checks on outside presenters is cost and time prohibited. Presenters for programs are never left alone without a staff member present to host them.

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

C. Art Exhibit Policy

Two clarifying statements were requested to be added to the policy by Adult Services Staff.

- Artists may indicate that their art is for sale by affixing 'POR' (price on request) on the title label.
- Artists are responsible for printing and supplying their own labels as well as their own artistic statement and signage.

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

I. Ends Development

A. First Quarter 2025 Financials

Pg. 34-36

Business Manager Rob Foti said that there is nothing unexpected in the First Quarter Financial statements. Tax collections on target. In Other Revenue, fines and fees are on track. Penal Fines will be collected in July. Interest income remains high. The large gift the library recently received is also accounted for in Other Revenue. Foti concluded that Salaries and Wages are close to the targeted amount; the library is fully staffed with the exception of two open positions for summer only assistance.

MINUTES

B. First Quarter 2025 Strategic Plan Report

Library Director Klien discussed activities from January -March as reported in the First Quarter 2025 Strategic Plan Report. Staff are making great progress on projects. Klien said that the library's part-time HR specialist, Stefan has been a great addition to the staff. He is working on job descriptions, meeting with staff, and talking through questions and concerns. His contract for one year and we will reevaluate at that time although we have made the decision to budget for HR Assistance in the future. Trustees had no questions and commented that they enjoyed the format of the quarterly report.

VIII. Library Director's Reports

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

Friends of the Library Liaisons Baker and Terry reported on the Friends April Board Meeting

The Friends worked on a Strategic Plan to determine what their target is this year. Credit Cards have been implemented with a minimum sale of \$5. They have started selling higher ticket items on eBay. The April Book Sale earned \$3,800 and was so busy even though there were competing weekend events. The Friends currently have 105 members. They will review pricing at the end of the year as they often receive comments about how inexpensive their items are. The Friends made a \$1,200 donation for GeekFest 2025.

Directors Meeting next week Thursday - State of Michigan. We received notification that 2.4 million (approximately 50%) of the IMLS funds allocated. Currently there's a lawsuit that Michigan is part of to stop the dismantling of IMLS. They are looking at budgeting for the missing 50% to see if it can be made up. Database contracts are through September. Work is being done to looking at stats for the highest use databases to see if they can be funded in another way.

Incident in the parking lot on Saturday. Public safety will do more often drive thru.

We are piloting period products in restrooms. Starting small and seeing how it goes.

PBS documentary on the public library 10pm Tuesday on WGVU.

I will be out of the state Wednesday through next Thursday. Head of Youth Services Laura Wright and Head of Adult Services Lawrence Kapture are in charge.

IX. Process Evaluation

A. Suggestions for Agenda Items to be included on the May 19, 2025 Board Meeting

1. Minutes of the Regular Meeting held on April 28, 2025.
2. Review of Patron Behavior Policy
3. Follow-Up on mid-year meeting with Library Director
4. Plans for 2025 Summer Reading Program

B. Miscellaneous

Trustees asked if the library received any follow up on the letters sent to legislators in support of IMLS. Klien responded that there was not.

Trustee Behr gave kudos for outreach collection to school libraries - thank you! Youth Services Outreach Librarian Andrea Smalley has built these relationships with years of work and all the pieces are finally coming together.

MINUTES

X. 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 April 28, 2025.

DISPOSITION: The regular board meeting of April 28, 2025 was adjourned at 6:30 PM.

MINUTES

Recorded and Transcribed by,

A handwritten signature in black ink, appearing to read 'Quyen Edwards', with a stylized flourish at the end.

Quyen Edwards
Library Board Secretary

Director's Report

May 2025

Adult Services

On April 1st, Adult Services Librarian [Rachael Wiegmann](#) hosted Jerry Berg from the Swordsmanship Museum and Academy for an informative presentation on the Vikings and the weapons they used. There were sixteen attendees. Mr. Berg does a lot of research to ensure historical accuracy of the weapons and clothing they wore during that period.








On Tuesday, April 29 STEM Librarian [Jane Fleming](#) held a program to teach interested patrons how to make a 3D design. There were 10 participants. Patrons were taught how to use Tinkercad to make a 3D fidget. It involved a number of steps so patrons had to follow along and listen closely in order for their finished product to be successful. There was a bit of a learning curve, but by the end of the program everyone had successfully designed their fidget. Then they learned how to submit their 3D design to the Portage Library website so that we could print it for them.

On April 30th, the library partnered with Brewery Outré for a Silent Book Club with four attendees. The Silent Book Club at a location outside of the library has proved to be more successful than holding it in-house. I hope that this program grows, and patrons continue to make connections with others.

On April 30th, Outreach Librarian [Sara Weyenberg](#) hosted an Introduction to Polymer Clay class taught by Sarah Nott, a Portage Public Schools art teacher. Participants were guided to create a small snail figurine that could be used as an indoor or outdoor decoration. There were 7 attendees and the small class size left room for Ms. Nott to work individually with anyone who needed it and facilitated a lot of conversation between participants. There were multiple requests for more classes on polymer clay, perhaps even some with more advanced techniques.

New offerings in the Library of Things just in time for summer:

	Cornhole Kit	1	Full cornhole set includes 2 regulation size (4 feet x 2 feet) cornhole boards for authentic gameplay, 8 all-weather bean bags, and rules
	Digital Microscope	1	4K Digital Microscope; HDMI connectivity, 10-2000x magnification; user-friendly remote control
	Solar Panels	2	ZOUPW 100W solar panel for generator; Crafted with advanced A+ monocrystalline solar cells, it can achieve a 23.5% conversion rate; waterproof, dust-proof, wear-resistant, and heat-resistant; Equipped with a 10ft 4 in 1 solar extension cable and an integrated controller featuring dual USB-A and USB-C ports.
	Bocce Ball Kit	1	This bocce ball set is of regulation size and weight, allowing 2-8 players to join the entertainment. Ideal for backyard, lawn, beach, sand, and grass.
	Clue Luxury Edition	1	This luxury edition features 3-dimensional mansion rooms. This is accomplished by placing the rooms inside the game cabinet, underneath the playfield, which is topped with tempered glass, giving the game board depth.

Tax Forms Offered - The library gave out over 5,000 IRS 1040, 1040SR, MI-1040, and MI-1040 CR forms in both English and Spanish to our community.

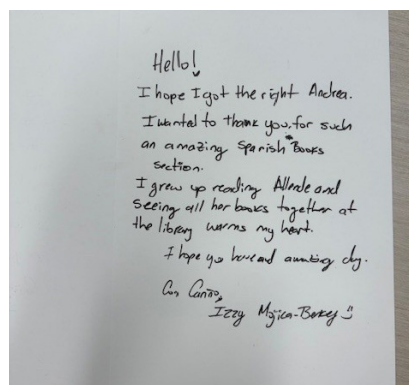
Youth Services

Youth Staff [Annette Wendt](#) hosted her third Mug Club. Each attendee made a Jelly Doughnut in a Mug (Mug-Nut). All enjoyed the class, all enjoyed what they made, although a couple of them did not like filling out the questionnaire.

The last 4- and 5-Year-Old Book Club was held on April 14th, with 23 in attendance. Families shared a special celebratory snack and learned basic coding skills with Sphero Indi cars. Families expressed their enjoyment of the program, with many planning on attending Kindergarten Readiness this summer and one asked if there would be something similar next year for kindergarten students.

Youth Staff [Kristin McNeal](#) changed the "Love Across the World" display to "Friends Across the World". A mom came to the desk yesterday and asked if we could add her country to the pillar. Kristin hopes the display continues to make people feel welcome and also encourages curiosity and learning about other languages.

Youth Staff [Andrea Smalley](#) received this card of appreciation about the World Languages collection she's built.



Youth Staff [Karina Gluys](#) and [Olivia Pennebaker](#) presented at MLA Spring Institute, a conference for youth and teen services librarians in the state of Michigan. Their presentation, "Teen, Teen, Goose: Creating Whimsy in Your Teen Space," which gave passive programming ideas and tips for creating a sense of identity in a library's Teen Space, received the following feedback:

"Best presentation at the conference. Absolutely hilarious and engaging- so many great ideas!"

"Olivia and Karina did such an amazing job!
Engaging and fun!"

"I loved this session. They both have great energy
and gave very good information."

"They did a good job showing how they have love,
trust, and respect for the teens."

"10 out of 10! Incredible work"

"This was a very whimsical presentation. You inspired me to rethink how we utilize our youth
department mascot."

"Very funny and engaging while providing good info." "Everything a presentation should be"



Outreach Events for April:

Youth Staff [Andrea Smalley](#) and [Annette Wendt](#) brought activities and promotional materials to Angling Family Literacy Night.

Youth Staff [Andrea Smalley](#) hosted a Community High School student field trip to Marketing Manager [Colin Whitehurst](#)'s studio to record memoirs.

Youth Staff hosted a Central Elementary 5th grade class visit to the library to check out books.

Youth Staff hosted a visit by all PPS Young 5s classrooms which included a rotation of different activities highlighting library services and materials.

Youth Staff [Emily Mingle](#) and Stem Librarian [Jane Fleming](#) hosted Elementary Maker. Children and parents got a chance to explore 6 different types of robots that the Youth Department and Maker Space has to offer. Many parents were interested in how they could use these robots at other times (many are available as kits in the Makerspace!) and one parent commented that this program was also great for adults.

1,626 books were delivered to three Elementary Schools that will be moving at the end of this school year. These are part of a new outreach collection and will serve as a mini library while the schools have to close their libraries early and begin packing away books.



Heritage Room

Two interesting projects that involved the Heritage Room during the month of April consisted of the creation of an art installation honoring retired cataloger Ken Fischer's service in Vietnam and the first view of the new Heritage Room's on-line database, currently in test mode.

The Ken Fischer art installation features twelve blown-up images selected from the numerous photographs that Ken took documenting his time in Vietnam in 1970. The images are interesting in that they show the mundane, everyday life of a serviceperson stationed "in country" during the Vietnam War which is something that doesn't receive much attention. Ken also identified each image giving us locations as well as dates. Displayed along with the images are Ken's dress uniform as well as several souvenirs brought back from his experience. This exhibit will remain up through the month of May and into the early part of June.

Regarding the on-line database Recollect, Local Historian [Steve Rossio](#), as well as Head of Circulation and Technical Services [Abby Pylar](#), continued their extensive training as well as spending the month working with the Recollect team to design the Heritage Room's future site. One of the biggest moments occur when the Recollect team loaded over one-thousand John Todd images onto the new sight allowing Steve and Abby to begin to explore what will eventually be the public version.



Circulation & Technical Services

During the month of April, we had 722 students utilize their PASS cards. We sent out 2907 text messages regarding holds, bills, overdue materials, and membership renewals.

The Circulation department repaired 133 books during the month of April, for a savings of \$2106.32.

Personnel

On April 28, 2025, [Emily Mingle](#), Youth Services Librarian, will be reducing her hours to part-time. As a result, the Library has promoted Customer Service Assistant [Annette Wendt](#) to full-time status. Due to the retirement of [Mary Breuer](#), Youth Customer Service Assistant, the Library has interviewed and hired [Crystal Shaulis](#) to fill the vacancy. Crystal's first day will be May 19, 2025. 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 interviewing for the Library Assistant job vacancy in the Circulation Department. The Library has been working with its payroll partner Paylocity to update its time-off policies due to the Earned Sick Time Act (ESTA). Those changes have been made and are now in the review process with the Library and once accepted, all employees will be switched over to the new policies within Paylocity, and all accrued time from February 21, 2025, will be recalculated to reflect the new policies. The Library has posted a vacant seasonal position of Library Aide in the Circulation Department. This

position will mostly work reshelving material and other general assistance from June – August.

The Library has begun the budgeting process. Tax value information is being gathered from Kalamazoo County and City of Portage, as well as budget requests from staff. The Library will present a preliminary budget to the Board at the June meeting. Lastly, the Library concluded the fieldwork portion of the annual financial statements audit on May 9th. The Business Manager is currently working with the auditors to complete the financial statements and any remaining audit questions. The audited financial statements will be presented to the Board at the June meeting.

Information Technology

In April 2025 the IT Department completed its move to 100% hosted private cloud/SaaS solutions. The library powered down the last of its locally hosted virtual machines and turned off the supporting hardware. As noted in the annual Technology Plan this movement to cloud hosted solutions creates environments that are more dynamic and resilient while saving money and time. Moving forward the library is positioned to grow both in the private cloud setting and SaaS setting.

Currently the library utilizes Aunalytics private cloud for Active Directory Authentication, File and Print Services, VPN Services, Public Access AD Authentication, Public Access Security, Public Access Computer Management (TBS) and DMZ DB Authentication (Ezproxy).

The utilizes public/vendor cloud solutions (SaaS solutions) for its WebSite, ILS, Accounting and Document Management, Mobile App, Room/Event Management, Digital Archives and Remote Printing.

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.

The new Mobile Printing service went live on May 1, 2025 with both versions running until July 1, 2025. The transition was generally smooth with nearly 1.5K prints in the first 10 days.

Maintenance & Building Services

Pest control services have been completed as scheduled. The teen study rooms have been freshly painted, creating a more inviting space for our young patrons. Outdoor spring cleanup efforts are ongoing to maintain the safety and appearance of our grounds. All water systems have been turned back on following the winterization process, and the water fountain along the trail is now operating for the season. Additionally, an asphalt contractor has been selected, and we are in the process of scheduling the upcoming repairs.

Spotlight On Website & Digital Tools

The Digital User Experience Coordinator position, established in 2022, works closely with the Marketing and IT Departments to assist staff and patrons with the presentation of and access to information, services and collections provided by the library.

Recent Projects & Regular Maintenance

Regular maintenance of Digital Tools

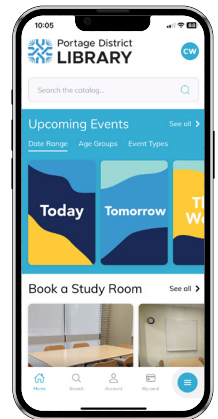
- Keeping website content up-to-date as services are added or changed
- Supporting event calendar & program information publication
- Scheduling Digital signage
- Maintaining Library's catalog, app, & automated account notice content
- Assisting with E-newsletter content and publishing

App Replacement Update

After losing our existing app at the end of November 2023, it took much longer than expected to set up a replacement app with another vendor. We ultimately launched our new and improved app at the end of June 2024.

We have received positive responses and appreciation from our community of library users regarding the new app. Top improvements mentioned:

- Ability to register for programs and book study rooms
- Search results display titles with multiple formats together
- See & download ebooks from Libby and Hoopla
- Barcode wallet and way to see multiple family accounts



ADA Compliance Update

In April of 2024, the Federal Register published the Department of Justice's final rule updating Title II of the Americans with Disabilities Act specifying requirements for ensuring that web content and mobile apps are accessible to people with disabilities. Since then, we have forged ahead to:

- Learn about the requirements and standards
- Investigate tools to assist with meeting the requirements
- Improve some color contrast, image tagging, and navigation on our website
- Evaluate vendors providing compliance assessment, tracking, and audits

The library website has over 100 web pages and are continually adding pages and updating content. We plan to engage a service provider to help us maintain and track our compliance efforts and schedule a regular website compliance audit. The timeline for being legally compliant with the new standards on our website, app, and any web content we make available to the public is April 24, 2026.

On the Horizon

- Supporting Circulation Department with new functionality available in March upgrade
- Online library card registration in coordination with the Circulation Department
- Investigation of collection mapping tool for ease of navigating the library
- Additional functionality for the online catalog
- Modernization of the appearance of the online catalog

Financial Condition Report

April 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 \$8,507,669
Expenditures \$3,456,201

Fund	3/31/2025	Changes	4/30/2025
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	9,161,422	-	9,161,422

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

April 2025

	Month Statistics			YTD Statistics		
	Apr-25	Apr-24	CHANGE	2025	2024	CHANGE
Circulation/Collections						
Total Library Circulation	84,108	73,819	13.94%	330,934	304,069	8.84%
Adult - Books	16,338	16,068	1.68%	67,359	65,900	2.21%
Adult - A/V	3,116	3,834	-18.73%	11,773	15,324	-23.17%
Youth - Books	33,465	29,621	12.98%	124,969	119,748	4.36%
Youth - A/V	2,592	2,672	-2.99%	10,618	12,579	-15.59%
Hot Picks	635	643	-1.24%	2,453	2,862	-14.29%
E-Material	26,291	19,062	37.92%	106,829	79,972	33.58%
ILL - PDL Requests	1,075	1,211	-11.23%	4,359	4,612	-5.49%
ILL - Other Lib. Requests	596	708	-15.82%	2,574	3,072	-16.21%
Self-Checkout Percentage	46.02%	49.38%		51.77%	51.63%	
Total Library Collection	180,245	176,618	2.05%			
Adult - Books	71,098	71,235	-0.19%			
Adult - A/V	9,290	11,164	-16.79%			
Youth - Books	90,036	84,540	6.50%			
Youth - A/V	7,274	7,141	1.86%			
Hot Picks	2,547	2,538	0.35%			
Net Acquisitions	1,131	(876)	229.11%	4,413	(1,871)	335.86%
Purchased - Books	2,820	1,246	126.32%	10,522	5,141	104.67%
Purchased - A/V	165	92	79.35%	530	647	-18.08%
Donated - Books	0	0	0.00%	1	0	100.00%
Donated - A/V	0	0	0.00%	1	0	100.00%
Material Discarded	(1,854)	(2,214)	16.26%	(6,641)	(7,659)	13.29%
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	34,014	33,671	1.02%			
Adult	17,434	16,517	5.55%			
Youth	2,063	2,304	-10.46%			
Non-Resident	235	203	15.76%			
Reciprocal	3,623	3,169	14.33%			
Internet User	506	621	-18.52%			
PASS Users	10,093	10,797	-6.52%			
Professional	60	60	0.00%			
Net Patrons	157	314	-50.00%	721	527	36.81%
Adult	171	235	-27.23%	798	905	-11.82%
Youth	3	9	-66.67%	29	62	-53.23%
Non-Resident	2	4	-50.00%	8	12	-33.33%
Reciprocal	58	92	-36.96%	290	320	-9.38%
Internet User	0	58	-100.00%	72	230	-68.70%
PASS Users	2	24	-91.67%	65	109	-40.37%
Professional	0	1	-100.00%	2	3	-33.33%
Patrons Removed	(79)	(109)	27.52%	(543)	(1,114)	51.26%

Statistical Report

	Month Statistics			YTD Statistics		
	Apr-25	Apr-24	CHANGE	2025	2024	CHANGE
Library Building Usage						
Total Meeting Room Usage	865	801	7.99%	3,558	3,287	8.24%
Internal/Collaboration	140	129	8.53%	515	462	11.47%
External/Outside Usage	725	672	7.89%	3,043	2,825	7.72%
Total Program Audience	3,398	3,245	4.71%	14,932	12,237	22.02%
Adult	697	755	-7.68%	4,562	3,276	39.26%
Youth	2,553	2,355	8.41%	9,733	8,450	15.18%
Heritage Room	148	135	9.63%	637	511	24.66%
Total Number of Programs	114	106	7.55%	433	381	13.65%
Adult	56	38	47.37%	215	152	41.45%
Youth	55	66	-16.67%	208	220	-5.45%
Heritage Room	3	2	50.00%	10	9	11.11%
Total Volunteer Hours	184	196	-6.12%	824	780	5.64%
Adult	75	62	20.97%	301	248	21.37%
Youth	38	46	-17.39%	225	193	16.58%
Technical	12	12	0.00%	58	47	23.40%
Circulation	27	44	-38.64%	110	158	-30.38%
Administration	32	32	0.00%	130	134	-2.99%
Community Service	0	0	0.00%	0	0	0.00%
Total Front Door Traffic	21,098	21,445	-1.62%	77,960	79,084	-1.42%
Total Youth Services Traffic	16,121	15,986	0.84%	59,183	58,638	0.93%
Total Business Center Traffic	0	0	0.00%	0	0	0.00%
Information Access/Reference/Research						
Total Reference Transactions	7,318	5,726	27.80%	27,616	23,713	16.46%
Adult Phone	576	338	70.41%	2,396	1,847	29.72%
Adult Ready Reference	1,754	1,435	22.23%	6,484	4,982	30.15%
Adult Reference	246	217	13.36%	893	806	10.79%
Youth Phone	69	61	13.11%	320	264	21.21%
Youth Ready Reference	2,588	2,472	4.69%	11,501	10,500	9.53%
Youth Reference	211	383	-44.91%	1,061	1,535	-30.88%
HR Phone	8	11	-27.27%	42	44	-4.55%
HR Ready Reference	120	301	-60.13%	854	1,303	-34.46%
HR Reference	2	11	-81.82%	35	48	-27.08%
Circ Phone	451	296	52.36%	1,959	1,175	66.72%
Circ Ready Reference	487	109	346.79%	770	693	11.11%
Circ Reference	806	92	776.09%	1,301	516	152.13%
Total Edutainment LAN Use	365	377	-3.18%	850	1,311	-35.16%
Total Internet Computer Use	1,996	1,909	4.56%	7,109	6,305	12.75%
Youth Computers	159	136	16.91%	808	626	29.07%
Adult Computers	1,832	1,768	3.62%	6,277	5,664	10.82%
Laptop Computer Circulated	5	5	0.00%	24	15	60.00%
Total Electronic Transactions	45,371	44,346	2.31%	181,065	172,095	5.21%
WebSite Hits	35,689	34,792	2.58%	138,126	130,173	6.11%
WebCatalog Sessions	7,901	7,768	1.71%	36,289	34,971	3.77%
Licensed Database Hits	1,781	1,786	-0.28%	6,650	6,951	-4.33%

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

Christy Klien, Library Director

PDL Events

June 2025

Summer Reading Program Begins

Sign Up & Earn Prizes

Monday, June 02 | 12:00am - 11:59pm

Baby Prom

Wednesday, June 4 | 9:30am - 11:00am

Nutrition 101

Recipe for Success

Wednesday, June 4 | 1:30pm - 2:30pm

Immaculate Snacks & Gaming

6th-12th Grade

Wednesday, June 4 | 3:30pm - 4:30pm

Friends of the Library

Book Sale

Saturday, June 7 | 9:00am - 3:00pm

Dinosaur Fun

A Dinosaur-Themed Family Event

Monday, June 9 | 12:30pm - 1:30pm

Summer Just Move Storytime

Tuesday, June 10 | 9:30am - 10:00am

Summer Just Move Storytime

Tuesday, June 10 | 10:30am - 11:00am

Acrylic Flower Tote

Tuesday, June 10 | 6:00pm - 8:00pm

Teen LGBTQ+ Meet-Up

6th-12th Grade

Tuesday, June 10 | 6:30pm - 8:00pm

Nutrition 101

Recipe for Success

Wednesday, June 11 | 1:30pm - 2:30pm

Middle Grade Book Club

4th-6th Grade

Wednesday, June 11 | 6:00pm - 7:00pm

Family Fun

Minute-to-Win-It Carnival

Wednesday, June 11 | 6:00pm - 7:30pm

Make It @ The Library: Diamond Art

Create a bookmark

Thursday, June 12 | 2:30pm - 3:30pm

Trivia: the 60's

Test your knowledge!

Thursday, June 12 | 6:00pm - 7:30pm

June Plant Swap

with Kalamazoo Plant It Forward

Saturday, June 14 | 10:00am - 12:00pm

Live with Megan Dooley

An Outdoor Concert

Saturday, June 14 | 11:00am - 1:00pm

Nerf Games

Ages 7 to 11

Monday, June 16 | 2:00pm - 3:00pm

Kalamazoo Valley Genealogical Society

General Meeting & Program

Monday, June 16 | 7:00pm - 8:30pm

Summer Storytime

Join us as we read, sing and play!

Tuesday, June 17 | 9:30am - 10:00am

Make It @ The Library: Diamond Art

Create a bookmark

Tuesday, June 17 | 10:30am - 11:30am

Summer Storytime

Join us as we read, sing and play!

Tuesday, June 17 | 10:30am - 11:00am

Knot for Profit

A Fiber Arts Club

Tuesday, June 17 | 6:00pm - 8:00pm

Teen Mashed Potato Sculpture Extravaganza

6th-12th Grade

Tuesday, June 17 | 6:30pm - 7:30pm

Kindergarten Readiness

For Those Entering Kindergarten in the Fall of 2025

Wednesday, June 18

10:00am - 11:00am

Nutrition 101

Recipe for Success

Wednesday, June 18 | 1:30pm - 2:30pm

Playmobil Drop-in Fun

For Kids 4 and Up and Their Grownups

Friday, June 20 | 12:00am - 11:59pm

Playmobil Drop-in Fun

For Kids 4 and Up and Their Grownups

Saturday, June 21 | 12:00am - 11:59pm

Kalamazoo McIntosh Users' Group

Saturday, June 21 | 9:00am - 12:00pm

Summer Storytime

Join us as we read, sing and play!

Tuesday, June 24 | 9:30am - 10:00am

Summer Storytime

Join us as we read, sing and play!

Tuesday, June 24 | 10:30am - 11:00am

Family Film at the Theater

How to Train Your Dragon at Celebration Cinema

Tuesday, June 24 | 1:00pm - 3:00pm

An Evening with Elyse Durham

A local author and reading!

Tuesday, June 24 | 6:00pm - 7:30pm

Collage Art Bookmarks

Kick off your summer reading by exploring the paper arts

Wednesday, June 25 | 3:00pm - 5:30pm

Make It @ The Library: Diamond Art

Create a bookmark

Wednesday, June 25 | 6:30pm - 7:30pm

The Beauty Biz: Part 1

Titans of the Market

Thursday, June 26 | 2:00pm - 3:30pm

We love Axolotls!

Join us in the Makerspace for axolotl-themed crafts

Thursday, June 26 | 2:30pm - 3:30pm

Bedtime Storytime

For children 5 and under and their grownups

Thursday, June 26 | 6:30pm - 7:00pm

Nature Hike: Bioblitz

West Lake Nature Preserve

Saturday, June 28 | 10:00am - 12:00pm

Show and Tell for Grown-Ups

Saturday, June 28 | 1:00pm - 3:00pm

LEGO City

Castles and Pirates

Monday, June 30 | 12:00am - 11:59pm

Patron Behavior Policy

Reviewed & Approved: 5-20-24

I. Introduction

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

II. Rules for a Safe Environment

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

A. Violations of Law.

Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance or regulation (including but not limited to assault, larceny, removing library material from the property without authorization through the approved lending procedures or vandalism) is prohibited.

B. Weapons.

Carrying guns, pistols or other weapons, except as specifically permitted and exempt from local regulation by law, is prohibited.

C. Alcohol/Drugs.

Possessing, selling, distributing, or consuming any alcoholic or intoxicating beverage, illegal drug, or drug paraphernalia is prohibited; provided that alcohol may be permitted at certain Library-sponsored events if specifically approved by the Library Board.

D. Under the Influence.

Persons noticeably under the influence of any controlled substance or alcoholic or intoxicating liquor are not allowed on Library property.

E. Safety of Patrons on Library Property.

1. Use of skateboards, roller blades, roller skates, or other wheeled form of recreational equipment is not allowed in the Library or on Library property.
2. Library patrons must park bicycles or other vehicles only in authorized areas.
3. All doors, aisles and entrances must remain obstacle-free. This includes a prohibition of running power cords across aisles or other areas that are used for walking.
4. Animals or personal transport vehicles are not permitted in the Library other than service animals, those required by persons with disabilities, those used in law enforcement or for Library programming.
5. Smoking, using e-cigarettes or vaporizers, rolling cigarettes, or chewing tobacco is prohibited in the Library and on Library property within 25 feet of any entrance.

6. Shirts and shoes are required for health reasons and must be worn at all times inside the Library and on Library property.
7. The use of incendiary devices, such as candles, matches, and lighters, is prohibited inside the Library.
8. Patrons shall not be permitted in any areas designated as "staff only" unless otherwise permitted by the Library Director.
9. Patrons may not use the Library's telephone unless approved by Library staff.

III. Rules for Personal Behavior.

A. Personal Property.

Personal property brought on Library property is subject to the following:

1. The Library personnel may limit the number of parcels carried into the Library. The Library may also limit the size of items brought into the Library, for example, large items such as large plastic garbage bags are prohibited.
2. The Library is not responsible for personal belongings left unattended.
3. The Library does not guarantee storage for personal property.
4. Personal possessions must not be left unattended or take up seating or space needed by others.

B. Food and Beverages.

Snacks and beverages are permitted inside of the Library. Patrons are expected to clean-up and dispose of waste appropriately and notify staff of any spills. Other food is only allowed in designated areas approved by the Library Director.

C. Unauthorized Use.

Patrons must leave the Library promptly at closing time and may not be in the Library when it is not open to the public. Further, any patron whose privileges to use the Library have been denied may not enter the Library. Any patron whose privileges have been limited may not use the Library in any manner that conflicts with those limits placed on the patron by the Director, his or her designee, or the Library Board.

D. Engaging in Proper Library Activities.

Patrons shall be engaged in activities associated with the use of the Library while in the building or on Library property. Patrons not engaged in reading, studying, writing, participating in scheduled Library programs, using Library materials or using the Library in a manner that is consistent with the Library's mission shall be required to leave the building and shall not remain on Library property. This includes, but is not limited to, a prohibition of extensive periods of sleeping in the library or on benches, tables or grounds outside.

E. Considerate Use.

The following behavior is prohibited in the Library and in the Library building.

1. Spitting;
2. Running, pushing, shoving or other unsafe physical behavior;
3. Putting feet or legs on or climbing furniture;
4. Using obscene or threatening language or gestures.

F. Panhandling or Soliciting.

Panhandling or soliciting Library staff or patrons for money, products, or services inside the Library or on Library property is prohibited. Sales of products or services that are incidental to Library programming may be permitted if approved in advance by the Library Director.

G. Interference with Staff.

Patrons may not interfere with the staff's performance of duties in the Library or on Library property. This includes engaging in conversation or behavior that monopolizes or forces the attention of staff for an inappropriate period of time, inappropriate personal comments, sexual advances, or physical and/or verbal harassment.

H. Campaigning, Petitioning, Interviewing and Similar Activities.

As a limited public forum, the Library reserves the right to regulate the time, place, and manner for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting on Library grounds as follows:

1. 1.Campaigning, petitioning, interviewing, survey-taking, pamphleteering,canvassing and soliciting are prohibited inside the Library building.
2. 2.Campaigning, petitioning, interviewing, survey-taking, pamphleteering,canvassing and soliciting outside the Library building but on Library property are subject to the following requirements:
 - a. Persons or groups are requested to sign in at the Checkout Desk in advance.
 - b. Use of the Library property does not indicate the Library's opposition or endorsement of the candidate or issue that is the subject of the petition,interview, campaign or discussion.
 - c. Permitted areas for campaigning, petitioning, interviewing, survey-taking,pamphleteering, canvassing and soliciting outside of the Library building shall be limited to the areas 15 feet from all entrances.
 - d. No person shall block ingress or egress from the Library building.
 - e. Permitted times will be limited to the operating hours of the Library.
 - f. Campaign material, literature or petitions may not be brought into the Library, posted at the Library or left on Library property.

I. Sales.

Selling merchandise on Library property without prior permission from the Director is prohibited.

J. Distributions/ Postings.

Distributing or posting printed materials/literature on Library property not in accordance with Library policy is prohibited.

K. Restrooms.

Misuse of restrooms, including laundering, sleeping, shaving, hair cutting or trimming, bathing, and sexual activity is prohibited. Library materials may not be taken into restrooms.

L. Harassment.

Staring, photographing, video recording, audio recording, following,stalking, harassing, arguing with, threatening, or behaving in a manner (1) which can reasonably be expected to disturb Library users or staff while such staff or patrons are in the Library or on Library property; and (2) that interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job is prohibited.

M. Loud Noise.

Producing or allowing any loud, unreasonable, or disturbing noises that interfere with other patrons' use of the Library or which can be reasonably expected to disturb other persons or have the intent of annoying other persons, including yelling, cheering, talking (with others or in monologues) or noises from electronic, entertainment, and communication devices, such as cell phones, tablets, headphones, and radio, is prohibited. Adults may read aloud to children in the Youth Area, provided that they are reading in a voice that would not reasonably disturb others.

N. Odor.

Offensive odor, including but not limited to body odor due to poor personal hygiene, overpowering perfume, or cologne that causes a nuisance is prohibited.

O. Phones.

Those patrons desiring to use phones to place or receive calls must use the phones in a manner that would not reasonably disturb others.

P. Library Policies.

Patrons must adhere to all Library Policies.

Q. Identification.

Patrons must provide identification to Library staff when requested.

R. Tables or Structures on Library Property.

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

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

A. Care of Library Property.

Patrons must not deface, vandalize, damage or improperly remove Library materials, equipment, furniture, or buildings. Patrons shall be responsible to reimburse the Library for costs incurred by the Library for violating this provision.

B. Internet Use.

Patrons must abide by established time limitations and all other provisions of the Library Internet Use Policy.

C. Equipment.

Library phones and staff computers are for staff use only.

D. Authorized Lending.

Library materials may only be removed from the premises with authorization through established lending procedures.

V. Children in the Library

A. Children are welcome and encouraged to use the Library at all times.

The Library desires to make each visit an important one for the child. A "Child" means a minor under the age of 18.

B. Rules and Regulations Regarding Children.

1. All patrons, including children, are expected to comply with the Library's policies. Parents, guardians or responsible caregivers shall review and be fully aware of all Library policies governing children, particularly the Internet Use Policy.

2. Parents, guardians and caregivers are responsible for the behavior and supervision of their children regardless of age while in the Library or on Library property.
3. Library staff will not be expected to supervise or monitor children's behavior.
4. Children under the age of 10 must be attended by a parent, guardian or responsible caregiver. The parent, guardian or responsible caregiver (who must be at least 14 years old) shall remain in the Library at all times. If a child under the age of 10 is attending a Library-sponsored program on the premises, the parent, a guardian, or responsible caregiver is to remain on the premises for the duration of the program.
5. Children of any age who, because of developmental disability, mental illness, or physical disability, require supervision or personal care shall be attended by a parent, guardian or responsible caregiver at all times.
6. Children ages 7 and under must be within the visual contact of a parent, guardian or responsible caregiver at all times, including during programs and visits to the restroom. Children ages 7 and under may not be left in the Youth Services Department alone.
7. Staff will not be responsible if unattended children of any age leave the Library premises alone or with other persons. Further, staff will not be responsible for children 10 years or older who may be asked to leave the Library if the child is in violation of Library policy.
8. We request that all unattended children be picked up at least ten minutes before closing time. Parents, guardians and responsible caregivers need to be aware of when the Library closes.
9. Children 10 years or older must know their telephone number and other contact information if they are unattended at the Library. It is a violation of Library policy not to come immediately and pick up your unattended child if the Library calls.

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

1. The health or safety of an unattended child is in doubt.
2. A child is frightened while alone at the Library.
3. The behavior of an unattended child violates Library policy.
4. A child under age 10 is unattended at the Library.
5. An unattended child has not been met by a parent, legal guardian, custodian or responsible caregiver at closing time or the child needs assistance procuring transportation.

D. If a parent, legal guardian, custodian or caregiver cannot be reached by closing time

or fails to arrive within a reasonable time after being contacted, Library staff will contact law enforcement officials to take charge of the situation involving that unattended child. This applies to all unattended children, even those over the age of 15 who cannot safely walk, ride, or drive home at closing. Library employees are not permitted to transport an unattended child or vulnerable adult under any circumstances.

E. If the parent, legal guardian, custodian or caregiver can be reached by closing time,

the staff member shall explain the Library's policy and provide a copy of this Policy.

VI. Disciplinary Process for Library Facilities.

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

A. Incident Reports.

Library staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.

B. Violation of the Policy – Suspension of Privileges.

Unless otherwise provided in this Policy, (see Section C below), the Library shall handle violations as follows:

1. Initial Violation: Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, the police may be called.
2. Subsequent Violations: The Director or the Director's authorized designee may further limit or suspend the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

C. Violations that Affect Safety and Security

Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:

1. Initial Violation: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges in order to give the Library sufficient time to investigate the incident. After the investigation is completed, the Library Director or his/her designee may add additional time to the initial limitation or suspension period.
2. Subsequent Violations: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Director or the Director's authorized designee, may further limit or suspend the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.

D. Reinstatement.

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

VII. Right of Appeal.

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

Reciprocal Borrowing Policy

Reviewed & Approved: 5-20-24

The Portage District Library operates on the premise that libraries should be accessible to people regardless of their location, economic status, educational level, race, color, creed, religion, or any other factor which may be divisive and inhibitive; it has been deemed appropriate and advantageous for the library to enter into reciprocal borrowing agreements with other institutions for the purpose of providing access to library materials for the benefit of their respective library patrons. For this reason, the Portage District Library will enter into a Reciprocal Borrowing Agreement with another entity of similar size and funding level, on behalf of the people in their area, so that:

“Any person holding a valid resident borrower’s card from either participating entity will have access to both institutions.”

I. Criteria for Institutions in Reciprocal Borrowing Agreements with the Portage District Library:

The participating institution must:

- A.** Be in reasonable geographic proximity to the Portage District Library.
- B.** Have a funding level equivalent to at least a one-mill tax levy, and be of a similar size with a comparable collection.
- C.** Obtain the approval of its governing body and have an officer sign a Reciprocal Borrowing Agreement with the Portage District Library.
- D.** Agree to assist the Portage District Library, if necessary, (and if requested) in recovering library materials from a reciprocal borrower.
- E.** Comply with the rules and practices of the Portage District Library, including any limitations placed on the borrowing of specific classes of materials.
- F.** Recognize the effective date of a Reciprocal Borrowing Agreement with the Portage District Library as the latest date appearing on the signed agreement.
- G.** Honor the provisions of a Reciprocal Borrowing Agreement with the Portage District Library, unless modified or cancelled at the request of either institution in writing, with a 90-day notice.

II. Expectations for Reciprocal Borrowing Patrons Accessing the Portage District Library:

Reciprocal borrowers are expected to:

- A.** Conform to all of the rules and regulations of both participating institutions, including the payment of any fines and fees, which may be accrued.
- B.** Present a valid resident borrower’s card from their “home” institution.
- C.** Present identification and proof of residential address as specified in the library’s Resident/Non-Resident Policy.
- D.** Return library materials promptly and in satisfactory condition.

MLA ADVOCACY NEWS

April 2025

Note From Debbie

For the past year, MLA has been figuratively putting together one of those 1500-piece jigsaw puzzles - you know the ones - they take precious space on the table (or in this case, mind) for far too long. The pieces are dumped out of the box and spread across the table (always a bit intimidating, but I do like a challenge). Then one by one, the pieces are turned over, the straight pieces identified, the corners put into place, and the border connected. The simpler design elements get assembled first and placed in the interior of the puzzle, where we think they belong. And then the hard part begins, through trial and error, trying different pieces in different places, exploring different solutions, and adjusting the approach (perhaps by color, perhaps by area, perhaps by shape). With patience and persistence (just like in real life when we need to tackle challenging situations), the last puzzle piece is ceremoniously placed.

MLA believes that we have just completed a huge puzzle, and today is the day we get to share it with you!

The image of MLA's puzzle has everything to do with internal changes to our organization that include new staffing, a large grant, a retirement (mine), board changes, and a new strategic direction for MLA. We are also faced with external challenges - federal funding, which, if not addressed, may affect every library in the state. Just like a puzzle, the MLA Board and staff have broken down the image into manageable areas. We have learned to review our progress as we form a coherent image and piece together bits of information that allow for a comprehensive understanding of our next movements. A colossal undertaking that takes careful thought and deliberation by a lot of people.

First and foremost, my retirement. As with all good things, they must come to an eventual end...and it is time for me to think about life after MLA and the world of retirement.

I continue to be awed by the knowledge gained, challenges overcome, and the colleagues and friendships that have come so naturally in "libraryland". MLA was a natural fit for me and was exactly what I needed (and, I think, what MLA needed) in 2019 when I was selected to lead this incredible organization. Now it is time for me to close this chapter too. Forty-four years of leading nonprofit arts and cultural organizations have gone by in the blink of an eye, and now it is time to slow the remaining years down to a manageable clip. My last day as MLA's Executive Director will be Friday, July 4, 2025 - "Independence Day" as my husband reminds me. Help me celebrate with sparklers and fireworks!

Another significant piece of the puzzle was setting MLA on a proactive course to respond to an astounding (and astonishing) \$600,000 award from the Mellon Foundation to strengthen the MI Right to Read initiative and promote one of our own, Amber Sheerin, to lead the charge. (Click [here](#) to learn more.)

The management and oversight of this grant will also require committed leadership, knowledge of the work we have done to date, and someone to keep the "ship on a steady course" until its completion. Rather than undertaking an immediate national search for my permanent replacement, the MLA board voted to approve the hiring of Dillon Geshel to serve as Interim Executive Director, who will take MLA through to the end of the Mellon grant next June (click [here](#) to read the press release announcing our interim selection).

MLA ADVOCACY NEWS

For the past three years, Dillon has been an invaluable asset to our organization, serving as MLA's President and the chair of the Intellectual Freedom Task Force, which oversaw the implementation of MI Right to Read. He has taken an active, hands-on role and stood beside me every step of the way as we implemented a remarkable and award-winning national model. With his knowledge of the internal management of MLA, he was a natural fit for the interim position that will begin in mid-May.

With Dillon's resignation as President of the MLA board, we also needed another strong voice to lead the board. Jenny Marr, the President-elect and chair of MLA's Advocacy and Legislative Committee, has stepped up just a little sooner than anticipated to take the lead and to keep our board strong. We are in good hands. This June, the board will take on an active role to put an open and transparent process in place to begin a national search for the permanent director. More to come soon.

Along with new leadership on the board and staff, MLA is also ready to finalize the adoption of a new strategic direction. While the hard work has been completed to collect responses, analyze the findings, and to revise the vision and tweak the mission, MLA will be ready to take on the challenges and the opportunities as the future unfolds.

I have never been prouder to lead such a remarkable organization. It has been challenging to say the least, but every day, I am thankful for work that is impactful, people that are passionately committed, and communities that are strengthened because of the work that we do. For me, the puzzle has been completed. We really are good at connecting the dots, communicating the immediacy of situations as they cross our desks, addressing complicated issues, and finding where each piece, no matter how disconnected it feels from another, fits into the big picture.

This is what we do best...this is what I will miss.

-Debbie

ALA State of America's Libraries Report 2025

During National Library Week on April 7, the American Library Association (ALA) released its annual snapshot of library trends.

<https://www.ala.org/conferencesevents/celebrationweeks/natlibraryweek>

Read about the issues impacting libraries and find out which books made the Top Ten Most Challenged Books list in the State of America's Libraries 2025 Report.

<https://www.ala.org/news/2025/04/american-library-association-kicks-national-library-week-top-10-most-challenged-books>

Memo

Follow-Up Report on Mid-Year Meeting with the Library Director

To: Portage District Library Board
From: Tom Vance, Library Board Chair
Date: May 15, 2025

At the April 2025 board meeting, there was an item on the agenda regarding scheduling a mid-year meeting with the Library Director, as is the practice according to the Library Board's annual calendar. The mid-year meeting is intended to be an opportunity for the Library Board to assess with the Library Director how things are going at the library at this point in the year.

As Library Board Chair, I will hold a mid-year meeting with Christy prior to the May meeting and will give a follow-up report to trustees regarding what was discussed at the upcoming board meeting on Monday, May 19, 2025.

Memo

Summer Reading Program 2025

To: Portage District Library Board
From: Christy Klien, Library Director
Date: May 13, 2025

Library Staff will give a brief presentation on the plans for Summer Reading 2025.

