

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting
October 27, 2025

300 LIBRARY LANE, PORTAGE, MICHIGAN 49002



NOTICE OF REGULAR MEETING

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting, Monday, October 27, 2025 | 6:00 PM

The Library Board of the Portage District Library will hold a regular meeting on Monday, October 27, 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: Oct. 23, 2025

Quyen Edwards
Library Board Secretary

Portage District Library
300 Library Lane
Portage, MI 49002

AGENDA

October 28, 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 October 28, 2025 (1 minute) (Vote)

V. Consent Agenda (5 minutes) (VOTE)

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

VI. Governance (20 minutes)

- A. Recollect Demonstration .(Info) Pg. 28-
- B. Approval of Circulation Policy (VOTE) Pg.29-32
- C. Approval of Resident/Non-Resident Policy and Non-Resident Fee Amount for 2026. (VOTE) Pg.33-37
- D. Approval of Holiday Schedule for Library Hours of Operation in 2026. (VOTE) Pg.38
- E. Review of Investment Policy and Library Investment Listing (Info) Pg.39-41
- F. Friends of the Library Update (Info) Pg.43

VII. End Development (30 minutes)

- A. Library Director's Accomplishment of Personal Goals for Fiscal Year 2025. (Info) Pg.44
- B. Library Director's 2025 Evaluation Process. (Info) Pg.45
- C. Third Quarter 2025 Strategic Planning Statistics. (Info) Pg.46-52
- D. Third Quarter 2025 Financial Report. (Info) Pg.53-55

AGENDA

- E. Request for Library Board Approval for Restricted Use of Trustees Signatures and Library Patron Data Base for Direct Mail Initiative **(VOTE) Pg.56**
- F. Discussion about Board Retreat **(Info) Pg.57**

VIII. Library Director's Reports (20 minutes)

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

IX. Process Evaluation (5 minutes total)

- A. Suggestions for Agenda Items to be included on the December 15, 2025 Board Meeting
 1. Minutes of the Regular Meeting held on October 27, 2025.
 2. Review of FOIA Policy
 3. Approval of Annual Calendar of Library Board Activities for FY 2026
 4. Adoption of Schedule of Library Board Meetings for 2026
 5. Report on Financial Condition for October & November 2025
 6. Narrative Report for October & November 2025
 7. Statistical Report for October & November 2025
 8. MLA Advocacy News for November & December 2025
 9. Personnel Committee's Recommendation for Library Director's Compensation in 2026
 10. End-of-Year Report on Accomplishment of all Ends in 2025
- B. Miscellaneous

X. Adjournment

MINUTES

From the September 22, 2025
Regular Board Meeting

I. Start of Meeting

II. Roll Call

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

Board Members Absent: Donna VanderVries (excused)

Library Staff Present: Library Director Christy Klien, Quyen Edwards, Lawrence Kapture, Steve Rossio, and Colin Whitehurst,

Library Staff Absent: Rolfe, Behrje, Ben Chee, Rob Foti, Abby Pylar, and Laura Wright

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

Library Board Chair Tom Vance welcomed everyone to the September 22, 2025 Library Board Meeting at 8:00 PM. He asked if anyone present had any comments and there were none.

IV. Adoption of the Agenda for the Regular Meeting of September 22, 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 Behr and supported by Trustee Friedman that the Library Board adopt the agenda for the regular meeting of September 22, 2025. Vote 6-Yes, 0-No, 1-Absent (VanderVries). Motion carried.

V. Consent Agenda

Library Board Chair Vance asked if there were any changes needed to the consent agenda for the September 23, 2024 board meeting before its adoption and none were requested.

- A. Minutes of the regular meeting held on August 25, 2025
- B. September 2025 Narrative
- C. Financial Condition for August 2025
- D. Statistical Report for August 2025
- E. October 2025 Program Calendar
- F. Review of Materials Selection Policy
- G. Review of Capitalization Policy
- H. MLA Advocacy

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 September 22, 2025. Vote 6-Yes, 0-No, 1-Absent (VanderVries). Motion carried.

MINUTES

VI. Governance

A. Initiation of Library Director's 2025 Evaluation

The Library Board had a discussion of the Library Director's 2025 evaluation. This year's Personnel Committee is made up of Board Chair Vance, Vice Chair Friedman, and Trustee Whitlock. The evaluation form will go out to trustees after the October 2025 Board Meeting and are due to Board Chair Vance on the Monday before Thanksgiving (Monday, November 24). Marketing Manager Colin Whitehurst will reformat the forms, so hopefully there will not be any issues as there were last year.

VII. Ends Development

A. Report on 2025 Summer Reading Program

Library Director Klien gave a brief overview of the 2025 Summer Reading Program. Youth did stickers and milestone books as 3 prizes. , no weekly drawings. The participatin numbers looked good. Door traffic was high and it was a very busy summer. People wanted to be inside in air conditioning! Job well done. Keep it up!

VIII. Library Director's Reports

A. Final remarks by Library Director for the September 23, 2024 Library Board Meeting.

Library Director Klien Board Retreat in November

Next month budget amendments for donations and two statistical reports

Library Director Klien said we held a Staff Development Day last Friday. Staff appreciated the time to spend together doing training, trivia, lunch, and afternoon departmental meetings. Klien noted that there are always some patrons who are caught off guard at the closure, but we will continue to do our best to try to notify the community in advance.

Trustee Terry added a comment about Friends; they are going to have an additional history book sale isince they had over 3,000 history books donated. Great that they thought of the library!

Trustee Behr commented that the PASS Program stats look great.

Trustee Whitlock said that this summer, we made use of the Michigan Activity Pass. My granddaughter also made use of this program through her home library as well. I'm taking a little credit for introducing her to other services libraries provide.

Board Chair Vance ended remarks by saying that we are all thinking of Kristy Zeluff and her family during this difficult time.

IX. Process Evaluation

A. Suggestions for Agenda Items to be included on the October 27, 2025 Board Meeting

1. Minutes of the Regular Meeting held on September 22, 2025
2. Review of Donations Policy.
3. Review of Investment Policy.
4. Review of Resident Non-Resident Policy.
5. Approval of Holiday Schedule for Library Hours of Operation in 2026.
6. Monitoring Report – Communication & Support to the Library Board.
7. Monitoring Report – Ends Focus of Grants/Contracts.
8. Update on Library Director's 2025 Evaluation Process.

MINUTES

- 9. Library Director's accomplishment of personal goals for FY 2025.
- 10. 3rd Quarter Financial Report for FY 2025.
- 11. 3rd Quarter Strategic Plan Report.

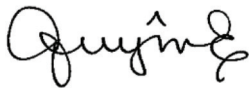
B. Miscellaneous

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 September 22, 2025.

DISPOSITION: The regular board meeting of September 22, 2025 was adjourned at 8:15 PM.

Recorded and Transcribed by,



Quyen Edwards

Library Board Secretary

Donation Policy

Last Reviewed & Approved: 10-27-25

The library actively solicits donations and uses them to enhance library services.

Anticipated income from donations is not submitted as part of the budget process. Rather, as donated funds are received, they are recorded as income, accumulated during the fiscal year, and appropriated into the next fiscal year. Funds appropriated into a current fiscal year from the previous year's gift income are then budgeted for expenditure by the Library Board.

Specific requests made by donors will be satisfied by purchasing the requested items from the appropriation of the previous year's donations.

In the case of a large donation for a specific purpose, the funds will be transferred to the appropriate account for expenditure in the year in which they are received.

The intent of this policy is to preserve the Library Director's ability to fulfill specified memorial and non-memorial gifts as promptly as possible and to preserve the Library Board's right to allocate undesignated contributions to appropriate expenditure categories from the restricted contributions fund balance.

Memo

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

To: Portage District Library Board
From: Christy Klien, Library Director
Date: October 27, 2025

BACKGROUND

On September 29, 2025, the library received a \$2,000 donation that was designated to the World Language Collection and immigrant focus from Mr. Hojat Jeffret Rostami in memory of his wife, Antonia. This donation was made in addition to the one he made earlier in the year for the same purpose.

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 \$2,000 for the use of these funds in FY2025.

Memo

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

To: Portage District Library Board
From: Christy Klien, Library Director
Date: October 27, 2025

BACKGROUND

In February, the library brought to the Library Board the contributions and donations that it had received in FY2024. At that time there was a balance of \$2,975.43 that were not designated for allocation. The library would ask that the Library Board now approve the allocation of those funds into the FY2025 budget.

RECOMMENDATION:

I recommend that the Library Board approve a Budget Amendment to the Fiscal Year 2025 Budget to increase the Adult E-Book expenditure line by \$2,975.43 for the use of these funds in FY2025

Monitoring Report on Executive Limitation Policy:

Communication and Support to the Library Board

October 27, 2025

Policy The Library Director shall not permit the Library Board to be uninformed or unsupported in its work. Accordingly, the Library Director may not:

1. Neglect to submit monitoring data required by the Library Board (see policy on Monitoring Library Director's Performance) in a timely, accurate and understandable fashion, directly addressing provisions of board policies being monitored. Discriminate against any staff member for expressing an ethical dissent.

Director's Response: All board policy monitoring data has been submitted to the Library Board as required and noted on the Library Board's annual calendar as follows:

Board Executive Limitations and Public Service Policies	Dates when Monitoring Data was provided to Library Board
Art Exhibit and Gift Policy (Public Service Policy)	Provided information to the Library Board to review this policy on 4-28-25.
Asset Protection Policy (Executive Limitation)	Monitoring report provided to the Library Board on 3-24-25.
Capitalization Policy (Public Service Policy)	Provided information to the Library Board to review this policy on 9-22-25.
Community Meeting Rooms Policy (Public Service Policy)	Provided information to the Library Board to review this policy on 9-22-25.
Circulation Policy (Public Service Policy)	Provided information to the Library Board to review this policy on 10-27-25.
Communication and Support to the Library Board Policy (Executive Limitation)	Provided information and communicated regularly throughout the year with the Library Board via: agenda packets, e-mails, e-newsletters, special mailings and presentations at board meetings; arranged for regular presentations by library staff to keep board members updated on library issues; Report by Behrje on 3-Year Technology Plan 7-28-25; conveyed important information to trustees, such as: Ends development and accomplishments; Friends of the Library; fundraising initiatives (Annual Campaign); library monthly narrative & statistical reports; marketing activities; Public Hearing on FY 2026 Budget; Monitoring report on this policy will be provided to the Board on 10-27-25.
Compensation and Benefits Policy (Executive Limitation)	Monitoring report provided to the Library Board on 8-25-25.
Confidentiality Policy (Public Service Policy)	Reviewed Library Privacy and Search Warrant Policy on 2-24-25.
Donation Policy (Public Service Policy)	Provided information to the Library Board to review this policy on 10-27-25.
Emergency Library Director Succession (Executive Limitation)	Monitoring report provided to Library Board on 2-24-25.

Ends Focus of Grants or Contracts Policy (Executive Limitation)	Provided information to the Library Board to review this policy on 10-27-25.
Financial Condition and Activities Policy (Executive Limitation)	Monthly & quarterly reports done all year; and Financial Audit Presentation on 6-23-25; recommended allocation of donations on 6-23-25; provided data on fundraising initiatives as part of Library Director's narrative reports in board meetings; and a Monitoring Report for this Executive Limitation was provided on 3-24-25.
Financial Planning/Budgeting Policy (Executive Limitation)	Data provided in monthly & quarterly reports all through FY 2025. FY 2025 Budget projections given on: 6-23-25, 7-28-25, 8-225-25. Public Hearing was conducted on 8-25-25. Monitoring Report provided to Library Board on 3-24-25.
Freedom of Information Act (FOIA) Policy (Public Service Policy)	Will provide information to the Library Board for review on 12-15-25.
Fundraising Policy (Executive Limitation)	Provided information to Library Board to review this policy on 4-28-25.
Global Executive Constraint (Executive Limitation)	Provided information to Library Board to review this policy on 1-27-25.
Heritage Room Policy (Public Service Policy)	Provided information to the Library Board on 6-23-25 to review this policy.
Internet Policy (Public Service Policy)	Provided information to the Library Board on 7-28-25 to review this policy.
Investment Policy (Public Service Policy)	Provided information to the Library Board to review this policy on 10-27-25.
Materials Selection Policy (Public Service Policy)	Provided information to the Library Board to review this policy on 9-22-25.
Patron Behavior Policy (Public Service Policy)	Provided information to the Library Board to review this policy on 5-19-25.
Programming Policy (Public Service Policy)	Provided information to Library Board to review this policy on 4-28-25.
Reciprocal Borrowing Policy (Public Service Policy)	Provided information to the Library Board on 5-19-25 to review this policy.
Records Retention Policy (Executive Limitation)	Monitoring report provided to Library Board on 7-28-25.
Resident/Non-Resident Policy (Public Service Policy)	Provided information to the Library Board to review this policy on 10-27-25.
Treatment of Consumers Policy (Executive Limitation)	Monitoring report provided to Library Board on 2-24-25.
Treatment of Staff Policy (Executive Limitation)	Monitoring report provided to the Library Board on 8-25-25.

2. Let the Library Board be unaware of relevant trends, anticipated adverse media coverage, material external and internal changes, particularly any changes in the assumptions upon which any board policy has previously been established.

Director's Response: The Library Board has been kept aware of all relevant trends, pertinent information and significant issues impacting the library. Examples of this are as follows:

- Federal mandates on privacy and Internet child protection
- State requirements for annual report to be eligible for state aid
- Monthly Michigan Library Association legislative updates on state activities
- Regular updates on state-wide legislative activities and decisions
- Gave a detailed presentation to Library Board on revenue projections for library
- Alerted Library Board to tax abatement issues and reductions in state aid funding to libraries
- Provided information on the Personal Property Tax and the state's proposed reimbursement plan for lost PPT revenue.

3. Fail to advise the Library Board if, in the Library Director's opinion, the board is not in compliance with its own policies on Governance Process and Library Board-Library Director Linkage, particularly in the case of board behavior, which is detrimental to the work relationship between the board and the Library Director.

Director's Response: The Library Board has been in compliance with its own policies.

4. Fail to marshal for the Library Board, as many staff and external points of view, issues and options as needed for fully informed board choices. [i.e., survey information, industry standards and benchmarks.]

Arranged for regular staff presentations to Library Board highlighting various areas and services at the library (Three-Year Technology Plan; marketing initiatives; revenue projections; tax capture; Summer Reading Program report)

Arranged for guests/presenters to come to board meetings: Library Auditor Rehmann Robson, library staff, Portage Public Safety Community Engagement Officer, and Library Attorney Anne Seurnyck)

5. Present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three types: monitoring, decision preparation, and other.

Director's Response: Presented information to Library Board in the formats they requested.

6. Fail to provide a support mechanism for official Library Board, officer or committee communications.

Director's Response: The Library Board has been provided the complete support of the Library Director (Klien), the Assistant to the Library Director and Board Secretary (Edwards), and the Library Business Manager (Foti) in all matters of official Library Board, officer or committee communications. The support mechanism in place to assist the Library Board is an Administrative Team composed of these staff members, plus seven other Department Heads and team members who receive board directives and represent the Library Board's decisions and preferences to the rest of the library staff. The support service to the Library Board includes: participation in assessing current board policies and/or developing new policies as may be needed;

implementation of board policies and enforcement with the public; review and revision of library Ends Statements as identified by the Library Board and development of activities and projects to accomplish those Ends; representation of board preferences to the public; conduct of general research, online database searches for information, making contacts on behalf of the Library Board, handling correspondence and e-mail communications for the Library Board, managing official documentation of Library Board activities, and any other activities as required by the board as a whole, or upon individual request, if necessary and endorsed by the Board Chair. Legal services are always available to the Library Board as well.

7. Fail to deal with the Library Board as a whole except when (a) fulfilling individual requests for information or (b) responding to officers or committees duly charged by the board.

Director's Response: Proper attention has been given to the position of all Library Board members and in particular to the Board Chair and Vice Chair when communicating with the Library Board.

8. Fail to report in a timely manner an actual or anticipated non-compliance with any policy of the Library Board.

Director's Response: There have been no instances of non-compliance with any policy of the Library Board, thus no need to report any such behavior.

9. Fail to supply for the consent agenda all items delegated to the Library Director yet required by law or contract to be board-approved, along with the monitoring assurance pertaining thereto.

Director's Response: All items delegated to the Library Director or required by law or contract to be board approved have been included on the consent agenda with supporting monitoring assurance. Examples of this are: (1) the annual financial audit; (2) the Public Hearing on the Library's Proposed Budget in August; (4) annual review of the library's public policies and the Library Board's executive limitation policies; (5) end-of-year budget amendments, as needed; (6) establishment of an updated Non-Resident Fee for the coming year; and (7) approval of any outsourced service contracts or purchases potentially exceeding \$20,000.

10. Fail to provide the Library Board with a Communication and Support Monitoring Report once a year.

Director's Response: This document serves as a "Communications and Support Monitoring Report" for Fiscal Year 2025 to assure the Library Board that all communications with the board have been handled appropriately and was included in the October 27-2025 board meeting agenda packet.

Monitoring Report on Ends Focus of Grants & Contracts for Fiscal Year 2025

October 27, 2025

Policy The Library Director may not enter into any grant or contract arrangements that fail to emphasize primarily the production of Ends and, secondarily, the avoidance of unacceptable means. Accordingly, the Library Director shall not:

1. Fail to prohibit particular methods and activities to preclude grantee or service provider funds from being used in imprudent, unlawful or unethical ways.

Director's Response: All appropriate methods and activities were followed to ensure that any grant funds awarded to the Portage District Library, as grantee of funds, from granting agencies were used in prudent, lawful and ethical ways. The grant applications that were submitted and approved in FY 2025 were:

Granting Agencies or Partners	Amount	Purpose of Grant or Contract
SMLC (Southwest Michigan Library Cooperative)	\$4,000	Portage District Library requested and was awarded \$4,000 for Technology, Training, and Collections.
Friends of the Portage District Library	\$15,200.00	2025 Summer Reading Program and Geek Fest.
Kalamazoo Community Foundation Nancy Haner Memorial Fund	\$904.32	Portage District Library was awarded this grant to be used for "achieving library goals and purposes".

2. Fail to assess and consider an applicant's capability to produce appropriately targeted, efficient results.

Director's Response: The Library Director, the Marketing Manager, and associated Administrative Team members and library personnel work closely together to look at any potential grant or contract opportunity for the Portage District Library.

3. Fund specific methods except when doing so for research purposes, when the result to be achieved is knowledge about differential effectiveness of various methods.

Director's Response: The Library Director has not funded any specific methods that fall into this category.

Director's Report

September 2025

Adult Services

On Saturday, September 6th, Outreach Librarian [Sara Weyenberg](#) hosted a Sea Shanty Singalong. There were 43 attendees who partook in learning the history of sea shanties and lumberjacking songs. Musician Ben Traverse offered lively narratives and made sure to include examples of shanties that had connections to the Great Lakes.

On Tuesday, September 23rd, Head of Youth Services, [Laura Wright](#) and Adult Services Librarian, [Rachael Wiegmann](#), held an Artist Trading Card workshop with Laura Weiler of Cut and Placed. This was a multi-generational program in which the forty-nine participants made business-card sized collages. Laura Weiler included a buffet line of ephemera, stickers, magazines, etc. for the participants to use. There is an Artist Trading Card Reception being held in early October where the collages will be put on display in the café gallery.

On Tuesday, September 23, [Jane Fleming](#) led a program that taught basic graphic design as well as sublimation printing. Patrons learned how to use Canva, a graphic design program, to create their own earrings. After they finished their designs, they downloaded them and printed them on the sublimation printer. Once they were printed, they learned how to use the heat press to create their own earrings. Ten patrons participated, and their earrings turned out great! There were lots of positive comments and a number of patrons mentioned coming back and possibly making some more.

Librarians [Ruth Cowles](#) and [Laura Wright](#) provided an opportunity to stump the librarian on Saturday, September 27th, to challenge Ruth's knowledge about superheroes and supervillains. We had 65 kids try to stump our librarians!

On Tuesday, September 30th, Adult Services Librarian [Rachael Wiegmann](#) hosted Chef Alexander Gandia, who gave a cooking demonstration that highlighted farm to table foods. He and his wife, Chantal, own and run Gandia Catering. Chef Alex made both basil and garden (seasonal) pesto for the participants. The participants received delicious, fresh samples made by the Chef. We are excited to have him back in October for a different cooking demonstration.

Adult Services Librarian [Rachael Wiegmann](#) applied for a grant to be part of the lending program for the Great Michigan Read, which is Everything I Learned, I Learned in a Chinese Restaurant, by Curtis Chin. We were selected and will be the lender for discussion kits for other organizations who wish to experience Chin's memoir. We should hear soon whether we were also selected to be a stop on Curtis Chin's tour.

Youth Services

With the return of the school year, several of our recurring programs restarted as well. In a new take on the book club for the youngest set, Youth Staff [Kristy Zeluff](#) and [Emily Mingle](#) hosted the first Kindergarten and First Grade book club this month. 7 participants read two stories to learn all about STEM and then had the opportunity to participate in hands-on activities related to science, technology, engineering, and math. Technology and engineering were the favorites among the group, with many kids building ramps and structures for robot cars to drive on.

Youth Staff [Kristin McNeal](#) hosted a Manga-themed drawing program. McNeal collaborated with PPS Art Teacher Kim Barrett for this event. After the success of another set of classes, both agreed there is always an interest in art classes here at the library.

Youth Staff [Laura Wright](#) and [Andrea Smalley](#) are again collaborating with Board Member and PPS Teacher [Jeanne Friedman](#) to initiate Book Buddies, the partnership between PNHS students and the library. Almost 50 students have signed up to learn more about this program, and several are committed to PDL programs throughout the fall. A highlight was the Book Buddies Collage Event and Breakfast Buffet. Students gave 2 hours on a Saturday to create art pieces for a multigenerational gallery show.

Staff began to host drop-in, hands-on programming again this fall, with box-building and LEGO creation events in September. These continue to be popular.

Circulation & Technical Services

During the month of September, we had 8,645 students have activity on their PASS cards. This high number is because of updating the previously registered students and adding in the new students. This high number happens every year during the month of September. We also sent out 3,192 SMS messages regarding bills, overdue materials, holds, and account renewals.

Personnel

The Business Manager is working on creating a performance review form based on discussions with the Library Director and ElementOne Consulting. The new form will be used for the FY2025 year-end.

[Sara Weyenberg](#) resigned from her position as an Adult Services Librarian for a position at another West Michigan library. As a result, the Library promoted Adult Customer Service Assistant, [Jacob Lambert](#), to the Adult Librarian position. Jacob recently obtained his MLIS degree. The Library saw two other staff members resign this month. [Sydney Ireland](#) and [Erik Fogderud](#). Sydney was with the Library for approximately two months and Erik for 19 years. The Library has posted job openings for the Adult and Youth Customer Service Assistant positions. It will be posting for the open Library Assistant position in Circulation in the next week.

The Business Manager and Library Director are meeting with Rose Street Advisors to review health insurance rate quotes. Once that is complete and an analysis can be done, a decision on an insurance carrier and plans for staff will be made. The next plan year begins on January 1, 2026. Work is progressing to update all job descriptions by the end of this year.

Information Technology

In September 2025 the IT Department continued to decommission old hardware. The library staff continued to maintain and upgrade JAMF for mobile device management of library ipads, its Meraki for its access points and switches, Microsoft 365 for its network domains, file/email management and identity, Sophos AV and Firewalls for safety, security and conditional access.

The library has begun replacing printers for both staff and patrons. The mobile print solution has been updated. The average daily print and copy volume for the public is in excess of 600 pages/day. The volume includes the walk up copying, remote and mobile printing and in house printing. This statistic does not include any printing or finishing from our makerspace and library staff.

The department continues to work on a replacement solution for the elevator emergency phone line with cellular backup and a drive up curbside phone solution. The department has also scheduled an upgrade to its library catalog for search and retrieval for December 2025.

The library is training for inTune deployment which will increase the automation of staff and public access device deployment. The library continues to process student for the 2025-26 student PASS cards. Discussions with Aunalytics DMVPN (Dynamic Routing for both its staff and public access networks) have continued with best practice framework.

Maintenance & Building Services

The library's EV charging station received both hardware and software updates to ensure continued reliable service for our patrons. Paint touch-ups throughout the building have continued to keep the space looking fresh and well cared for. The HVAC system is running trouble-free as we head into the cooler months.

To help us stay on top of fall cleanup, we've added a new backpack blower to our equipment inventory. Four new electrical outlets have been installed to accommodate the recently added tables, improving access and functionality for our visitors. The front door has also received its annual service, ensuring continued smooth operation.

Looking ahead, maintenance is scheduled for the outdoor emergency lighting to ensure all safety systems are functioning properly. In addition, our window shades are scheduled for routine maintenance to keep them in good working order.

We'll also be trimming back portions of the native gardens in the coming weeks. This kind of selective maintenance is important every few years to encourage healthy regrowth, prevent overgrowth, and maintain the long-term sustainability and appearance of the plantings. It helps keep the gardens thriving while preserving the natural aesthetic we've worked hard to cultivate.

Financial Condition Report

September 2025

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

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

Director's Response: Revenue \$9,965,964
Expenditures \$5,239,422

Fund	8/31/2025	Changes	9/30/2025
General Reserve (13%)	\$ 857,293	-	\$ 857,293
Building Reserve	50,000	-	50,000
Benefits Reserve	29,741	-	29,741
Technology Reserve	111,305	-	111,305
Patio Feasibility Reserve	4,700	-	4,700
Bldg. Improvement Reserve	731,419	-	731,419
Personal Property Tax Reserve	805,946	-	805,946
Library Endowments	95,766	-	95,766
Unassigned Fund Balance	7,473,504	-	7,473,504

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

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

Policy: 3. Use any long-term reserves.

Director's Response: No reserves have been used.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Statistical Report

August 2025

Month Statistics				YTD Statistics		
	Aug-25	Aug-24	CHANGE	2025	2024	CHANGE
Circulation/Collections						
Total Library Circulation	85,563	81,372	5.15%	669,043	622,617	7.46%
Adult - Books	17,684	18,332	-3.53%	136,785	134,948	1.36%
Adult - A/V	3,027	3,055	-0.92%	23,307	27,443	-15.07%
Youth - Books	31,883	34,484	-7.54%	257,913	254,977	1.15%
Youth - A/V	3,343	3,227	3.59%	23,672	25,005	-5.33%
Hot Picks	697	793	-12.11%	5,324	5,675	-6.19%
E-Material	26,923	19,769	36.19%	208,050	159,332	30.58%
ILL - PDL Requests	1,335	1,054	26.66%	8,839	9,457	-6.53%
ILL - Other Lib. Requests	671	658	1.98%	5,153	5,780	-10.85%
Self-Checkout Percentage	54.08%	52.84%		54.10%	52.78%	
Total Library Collection	175,644	178,593	-1.65%			
Adult - Books	70,951	72,760	-2.49%			
Adult - A/V	8,364	10,388	-19.48%			
Youth - Books	88,998	85,726	3.82%			
Youth - A/V	5,820	7,182	-18.96%			
Hot Picks	1,511	2,537	-40.44%			
Net Acquisitions	963	1,111	-13.32%	9,645	1,723	459.78%
Purchased - Books	2,363	2,464	-4.10%	20,065	14,293	40.38%
Purchased - A/V	77	155	-50.32%	1,047	1,160	-9.74%
Donated - Books	0	0	0.00%	4	1	300.00%
Donated - A/V	0	0	0.00%	3	2	50.00%
Material Discarded	(1,477)	(1,508)	2.06%	(11,474)	(13,733)	16.45%
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	34,379	34,167	0.62%			
Adult	17,818	17,079	4.33%			
Youth	1,995	2,276	-12.35%			
Non-Resident	253	218	16.06%			
Reciprocal	3,845	3,340	15.12%			
Internet User	309	642	-51.87%			
PASS Users	10,100	10,551	-4.27%			
Professional	59	61	-3.28%			
Net Patrons	100	1,198	-91.65%	1,148	2,481	-53.73%
Adult	211	284	-25.70%	1,598	1,820	-12.20%
Youth	13	20	-35.00%	109	154	-29.22%
Non-Resident	3	5	-40.00%	30	23	30.43%
Reciprocal	77	67	14.93%	607	571	6.30%
Internet User	3	45	-93.33%	75	407	-81.57%
PASS Users	0	943	-100.00%	75	1,060	-92.92%
Professional	0	0	0.00%	3	5	-40.00%
Patrons Removed	(207)	(166)	-24.70%	(1,349)	(1,559)	13.47%

Statistical Report

Month Statistics				YTD Statistics		
	Aug-25	Aug-24	CHANGE	2025	2024	CHANGE
Library Building Usage						
Total Meeting Room Usage	684	746	-8.31%	6,777	6,227	8.83%
Internal/Collaboration	77	83	-7.23%	942	926	1.73%
External/Outside Usage	607	663	-8.45%	5,835	5,301	10.07%
Total Program Audience	1,612	1,783	-9.59%	27,139	29,790	-8.90%
Adult	837	748	11.90%	8,859	6,476	36.80%
Youth	775	1,035	-25.12%	17,418	22,601	-22.93%
Heritage Room	0	0	0.00%	862	713	20.90%
Total Number of Programs	51	68	-25.00%	715	712	0.42%
Adult	44	53	-16.98%	419	366	14.48%
Youth	7	15	-53.33%	282	332	-15.06%
Heritage Room	0	0	0.00%	14	14	0.00%
Total Volunteer Hours	145	192	-24.48%	1,500	1,626	-7.75%
Adult	44	71	-38.03%	514	467	10.06%
Youth	34	46	-26.09%	411	522	-21.26%
Technical	8	8	0.00%	94	85	10.59%
Circulation	26	27	-3.70%	219	281	-22.06%
Administration	32	39	-17.95%	258	269	-4.09%
Community Service	1	1	0.00%	4	2	100.00%
Total Front Door Traffic	19,004	19,879	-4.40%	156,364	158,850	-1.56%
Total Youth Services Traffic	15,312	15,814	-3.17%	119,609	118,111	1.27%
Total Business Center Traffic	0	0	0.00%	0	0	0.00%
Information Access/Reference/Research						
Total Reference Transactions	7,943	6,291	26.26%	63,161	50,668	24.66%
Adult Phone	456	516	-11.63%	4,491	3,628	23.79%
Adult Ready Reference	1,523	1,421	7.18%	13,435	10,687	25.71%
Adult Reference	149	125	19.20%	1,757	1,523	15.36%
Youth Phone	72	78	-7.69%	697	578	20.59%
Youth Ready Reference	2,197	3,040	-27.73%	23,337	22,814	2.29%
Youth Reference	742	425	74.59%	3,225	4,711	-31.54%
HR Phone	38	19	100.00%	133	101	31.68%
HR Ready Reference	110	7	1471.43%	1,730	1,475	17.29%
HR Reference	6	7	-14.29%	104	70	48.57%
Circ Phone	533	485	9.90%	4,039	2,842	42.12%
Circ Ready Reference	556	77	622.08%	3,147	1,178	167.15%
Circ Reference	1,561	91	1615.38%	7,066	1,061	565.98%
Total Edutainment LAN Use	0	127	-100.00%	1,497	2,081	-28.06%
Total Internet Computer Use	1,767	1,839	-3.92%	14,091	13,562	3.90%
Youth Computers	285	174	63.79%	1,864	1,520	22.63%
Adult Computers	1,478	1,663	-11.12%	12,188	12,015	1.44%
Laptop Computer Circulated	4	2	100.00%	39	27	44.44%
Total Electronic Transactions	83,022	39,860	108.28%	449,728	328,483	36.91%
WebSite Hits	68,764	24,393	181.90%	360,362	238,951	50.81%
WebCatalog Sessions	12,113	13,135	-7.78%	75,951	75,410	0.72%
Licensed Database Hits	2,145	2,332	-8.02%	13,415	14,122	-5.01%

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

Christy Klien, Library Director

Statistical Report

September 2025

Month Statistics				YTD Statistics		
	Sep-25	Sep-24	CHANGE	2025	2024	CHANGE
Circulation/Collections						
Total Library Circulation	78,499	74,822	4.91%	747,542	697,439	7.18%
Adult - Books	15,980	16,555	-3.47%	152,765	151,503	0.83%
Adult - A/V	2,850	3,022	-5.69%	26,157	30,465	-14.14%
Youth - Books	29,390	29,275	0.39%	287,303	284,252	1.07%
Youth - A/V	2,510	2,274	10.38%	26,182	27,279	-4.02%
Hot Picks	612	591	3.55%	5,936	6,266	-5.27%
E-Material	25,276	21,253	18.93%	233,326	180,585	29.21%
ILL - PDL Requests	1,233	1,269	-2.84%	10,072	10,726	-6.10%
ILL - Other Lib. Requests	648	583	11.15%	5,801	6,363	-8.83%
Self-Checkout Percentage	52.31%	47.84%		53.92%	52.27%	
Total Library Collection	177,040	178,763	-0.96%			
Adult - Books	71,009	72,723	-2.36%			
Adult - A/V	8,417	9,971	-15.59%			
Youth - Books	90,392	86,441	4.57%			
Youth - A/V	5,676	7,091	-19.95%			
Hot Picks	1,546	2,537	-39.06%			
Net Acquisitions	735	1,485	-50.51%	10,380	3,208	223.57%
Purchased - Books	2,597	2,642	-1.70%	22,662	16,935	33.82%
Purchased - A/V	106	69	53.62%	1,153	1,229	-6.18%
Donated - Books	1	1	0.00%	5	2	150.00%
Donated - A/V	1	0	100.00%	4	2	100.00%
Material Discarded	(1,970)	(1,227)	-60.55%	(13,444)	(14,960)	10.13%
Total In-House Usage*	0	0	n/a	0	0	n/a
In-House Periodical Usage	0	0	n/a	0	0	n/a
In-House Book Usage	0	0	n/a	0	0	n/a
Patrons						
Total Patrons	34,721	33,527	3.56%			
Adult	17,923	16,514	8.53%			
Youth	1,977	2,203	-10.26%			
Non-Resident	254	227	11.89%			
Reciprocal	3,883	3,239	19.88%			
Internet User	279	648	-56.94%			
PASS Users	10,347	10,636	-2.72%			
Professional	58	60	-3.33%			
Net Patrons	1,104	(9)	12366.67%	2,252	2,472	-8.90%
Adult	201	214	-6.07%	1,799	2,034	-11.55%
Youth	11	22	-50.00%	120	176	-31.82%
Non-Resident	3	12	-75.00%	33	35	-5.71%
Reciprocal	64	58	10.34%	671	629	6.68%
Internet User	0	34	-100.00%	75	441	-82.99%
PASS Users	996	91	994.51%	1,071	1,151	-6.95%
Professional	0	0	0.00%	3	5	-40.00%
Patrons Removed	(171)	(440)	61.14%	(1,520)	(1,999)	23.96%

Statistical Report

	Month Statistics			YTD Statistics		
	Sep-25	Sep-24	CHANGE	2025	2024	CHANGE
Library Building Usage						
Total Meeting Room Usage	828	910	-9.01%	7,605	7,137	6.56%
Internal/Collaboration	146	155	-5.81%	1,088	1,081	0.65%
External/Outside Usage	682	755	-9.67%	6,517	6,056	7.61%
Total Program Audience	3,865	2,750	40.55%	31,004	32,540	-4.72%
Adult	1,863	1,025	81.76%	10,722	7,501	42.94%
Youth	1,883	1,683	11.88%	19,301	24,284	-20.52%
Heritage Room	119	42	183.33%	981	755	29.93%
Total Number of Programs	105	108	-2.78%	820	820	0.00%
Adult	59	52	13.46%	478	418	14.35%
Youth	43	55	-21.82%	325	379	-14.25%
Heritage Room	3	1	200.00%	17	15	13.33%
Total Volunteer Hours	157	200	-21.50%	1,657	1,826	-9.26%
Adult	43	92	-53.26%	557	559	-0.36%
Youth	50	42	19.05%	461	564	-18.26%
Technical	7	8	-12.50%	101	93	8.60%
Circulation	24	25	-4.00%	243	306	-20.59%
Administration	32	32	0.00%	290	301	-3.65%
Community Service	1	1	0.00%	5	3	66.67%
Total Front Door Traffic	18,789	18,634	0.83%	175,153	177,484	-1.31%
Total Youth Services Traffic	11,796	11,687	0.93%	131,405	129,798	1.24%
Total Business Center Traffic	0	0	0.00%	0	0	0.00%
Information Access/Reference/Research						
Total Reference Transactions	8,017	6,119	31.02%	71,178	56,787	25.34%
Adult Phone	512	483	6.00%	5,003	4,111	21.70%
Adult Ready Reference	1,556	1,483	4.92%	14,991	12,170	23.18%
Adult Reference	138	190	-27.37%	1,895	1,713	10.62%
Youth Phone	74	76	-2.63%	771	654	17.89%
Youth Ready Reference	2,627	2,655	-1.05%	25,964	25,469	1.94%
Youth Reference	204	300	-32.00%	3,429	5,011	-31.57%
HR Phone	31	20	55.00%	164	121	35.54%
HR Ready Reference	301	123	144.72%	2,031	1,598	27.10%
HR Reference	12	12	0.00%	116	82	41.46%
Circ Phone	510	469	8.74%	4,549	3,311	37.39%
Circ Ready Reference	41	102	-59.80%	3,188	1,280	149.06%
Circ Reference	2,011	206	876.21%	9,077	1,267	616.42%
Total Edutainment LAN Use	0	99	-100.00%	1,497	2,180	-31.33%
Total Internet Computer Use	1,673	1,494	11.98%	15,764	15,056	4.70%
Youth Computers	216	145	48.97%	2,080	1,665	24.92%
Adult Computers	1,454	1,347	7.94%	13,642	13,362	2.10%
Laptop Computer Circulated	3	2	50.00%	42	29	44.83%
Total Electronic Transactions	75,830	32,105	136.19%	525,558	360,588	45.75%
WebSite Hits	63,879	19,964	219.97%	424,241	258,915	63.85%
WebCatalog Sessions	10,097	10,234	-1.34%	86,048	85,644	0.47%
Licensed Database Hits	1,854	1,907	-2.78%	15,269	16,029	-4.74%

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

Christy Klien, Library Director

MLA ADVOCACY NEWS

September 2025

The Sustainable Libraries Initiative (SLI) & the Sustainable Library Certification Program (SLCP)

by Rebekkah Smith-Aldrich, MLS, LEED AP, co-founder of the Sustainable Libraries Initiative, and executive director of the Mid-Hudson Library System (NY)

The Sustainable Libraries Initiative (SLI) provides library leaders, which we define as all library workers and trustees, with a proven path forward to co-create libraries and communities that will thrive in the coming years. The Sustainable Library Certification Program and the SLI community of practice focus your leadership to enable your library, and ultimately your community, to become more environmentally sound, socially equitable, and economically feasible.

Thanks to your library association, you can access a FREE 1-year membership to the SLI! (Read to the bottom of this article for instructions on how to access your free membership.)

This national program is focused on how to best support the library community in the face of climate change. Resources have been created to help educate library folks that sustainability is more than just “going green.” In the Road Map to Sustainability, core concepts such as the “triple bottom line” definition of sustainability and the phrase “sustainable thinking” are defined. The award-winning Sustainable Library Certification Program was created to provide a methodical way for libraries to consider the application of the triple bottom line of sustainability throughout twelve categories of decisions – from how a facility is constructed and operated, to policy-making, to library service, program, collection, and partnership choices.

The most exciting part of the SLI is the growing community of practice, with more than 100 libraries actively working through the program; the body of examples, solutions, and great ideas grows almost daily. You can learn from those libraries that have finished the certification by checking out their final presentations.

Inspired to learn more? Sign up today for your FREE 1-year membership to the Sustainable Libraries Initiative, a member benefit brought to you by your library association.

PDL Events

November 2025

Baby/Toddler Storytime

Monday, November 03
9:30am & 10:30am

Kalamazoo County Historical Society

Monday, November 03
7:00pm - 8:30pm

Family Storytime

Tuesday, November 04
9:30am & 10:30am

Kindergarten and First Grade Book Club

Tuesday, November 04
4:30pm - 5:30pm

Baby/Toddler Storytime

Wednesday, November 05
9:30am & 10:30am

Immaculate Snacks & Gaming

Wednesday, November 05
3:30pm - 4:30pm

Family Book Club Trivia

Read and Play as a Family
Wednesday, November 05
6:00pm - 7:00pm

Muffins and the Market

An investment discussion group.
Thursday, November 06
9:00am - 10:00am

Yoga with Apral

A gentle approach
Thursday, November 06
4:00pm - 5:00pm

Gaming with Bloxels

Design your own Video Game
Thursday, November 06
4:00pm - 5:00pm

Sense-sational Kids

Hands-On Fun for K-3rd Grade
Thursday, November 06
4:30pm - 5:30pm

Silent Book Club @ Brewery Outré

for Adults
Thursday, November 06
6:00pm - 7:00pm

Bedtime Storytime

Thursday, November 06
6:30pm - 7:00pm

Kid's Art Space

Drop in Book Buddies Program
Friday, November 07
10:00am - 5:00pm

Kalamazoo Violin Choir

Ages Elementary-Adult are welcome!
Saturday, November 08
11:00am - 12:30pm

Daughters of the American Revolution

Lucinda Hinsdale Stone Chapter
Saturday, November 08
1:00pm - 2:00pm

Baby/Toddler Storytime

Monday, November 10
9:30am & 10:30am

Family Storytime

Tuesday, November 11
9:30am & 10:30am

Things Aren't Right

The Disappearance of the Yuba County Five
Tuesday, November 11
6:00pm - 7:30pm

Teen Advisory Group

Open to 6th-12th graders
Tuesday, November 11
6:30pm - 7:30pm

Make It @ The Library: Gift Tags

Design and Create a Holiday gift tag
Tuesday, November 11
6:30pm - 8:00pm

Toddler Playtime

Wednesday, November 12
9:30am & 10:30am

Kids' Chop Club for 3rd - 5th Grade

Wednesday, November 12
4:30pm - 5:30pm

Mindful Meditation

with Nicole Najjar!
Wednesday, November 12
6:00pm - 7:00pm

Middle Grade Book Club

4th-6th Grade
Wednesday, November 12
6:00pm - 7:00pm

Rhythm Kids

Drumming Class for 4 to 6 year olds and their caregivers.
Thursday, November 13
4:30pm - 5:30pm

Collage Journaling

with artist Laura Weiler
Thursday, November 13
5:30pm - 7:00pm

Bedtime Storytime

Thursday, November 13
6:30pm - 7:00pm

International Mystery Book Discussion

"The Boy in the Suitcase," by Lene Kaaberbol & Agnete Friis
Thursday, November 13
7:00pm - 8:00pm

Documentary and Donuts

The Gardener. Runtime 1:24. 2018.
Friday, November 14
10:00am - 1:00pm

Elementary Maker Minute

Drop in for a quick, fun, hands-on activity

Friday, November 14
4:00pm - 5:00pm

Kalamazoo Macintosh Users' Group

Saturday, November 15
9:00am - 12:00pm

Human Library - Session 1

Unjudge Someone Today!

Saturday, November 15
11:00am - 3:00pm

Baby/Toddler Storytime

Monday, November 17
9:30am & 10:30am

Kalamazoo Valley Genealogical Society

General Meeting & Program

Monday, November 17
7:00pm - 8:30pm

Move & Groove Storytime

Tuesday, November 18
9:30am & 10:30am

Tinker and Think

Can You Make an Unstable Table?

Tuesday, November 18
4:30pm - 5:30pm

Plots and Pages

A Local Writers' Group

Tuesday, November 18
6:00pm - 8:00pm

Purl for Portage

A Yarn Arts Club

Tuesday, November 18
6:00pm - 8:00pm

Teen LGBTQ+ Meet-Up

Tuesday, November 18
6:30pm - 8:00pm

Baby/Toddler Storytime

Wednesday, November 19
9:30am & 10:30am

Kalamazoo Area Wild Ones

Presentation by Lynne Heasley

Wednesday, November 19
6:30pm - 8:30pm

Muffins and the Market

An investment discussion group.

Thursday, November 20
9:00am - 10:00am

Drop-In Genealogy Help

Solve your Genealogy Roadblocks

Thursday, November 20
10:00am - 12:00pm

Yoga with Apral

A gentle approach

Thursday, November 20
4:00pm - 5:00pm

Make It @ The Library: Gift Tags

Design and Create a Holiday gift tag

Thursday, November 20
5:30pm - 7:00pm

Bedtime Storytime

Thursday, November 20
6:30pm - 7:00pm

Saturday Sound Immersion

Saturday, November 22
10:30am - 11:30am

Light Lunch and Literature

"The Strange Library," by Haruki

Murakami

Monday, November 24
12:00pm - 1:00pm

Teen Charcuterie Competition

6th-12th Grade

Tuesday, November 25
6:30pm - 7:30pm

Memo

Recollect Demonstration

To: Portage District Library Board
From: Christy Klien, Library Director
Date: October 27, 2025

Head of Circulation and Technical Services Abby Pylar and Local Historian Steve Rossio will give the Library Board a brief presentation on the library's new online tool, Recollect.

<https://portagelibrary.recollectcms.com/>



Search our Archives

Search

Memo

Changes to the Circulation Policy

To: Portage District Library Board
From: Christy Klien, Library Director
Date: October 23, 2025

Background:

The adjustments have been made to reflect the changes in 2025 with feedback provided by Head of Circulation and Technical Services Abby Pylar, Circulation Supervisor Chelsa Axtell, and Circulation Supervisor Abbey Galbraith-Frew. Additionas have been highlighted in yellow and text removed appears with a strikethrough. The approved policy will appear on the library's website without markings.

Recommendation:

I recommend that you approve the changes in the Circulation Policy as presented.

Circulation Policy

I. SERVICES & USAGE:

A. Subscription Services

The Library offers many premium services, such as interlibrary loan, Homebased Services, mobile hot spots, Favorite Authors, online learning resources, Library of Things, and various downloadable and streaming services. Due to cost and/or contractual obligations, reciprocal members are excluded from premium services, though they may have access to similar services through their home library.

B. Circulation Limits

1. All members are limited to 15 non-Hot Pick DVD's on their account at one time. Members are limited to 5 items from each type of Hot Pick material (books, movies) on their account at one time. Reciprocal members are not eligible to check out Hot Pick materials.
2. All members are limited to 2 special collection kits per type on their account at one time. This includes, but is not limited to Book Discussion Bags and Resource Kits. Similar limits may be set for other special collection kits.
3. Members are limited to 2 Library of Things items of each tier at one time. Reciprocal members are not eligible to check out Library of Things items.
4. Members are limited to 1 piece of equipment per type on their account at one time. This includes, but is not limited to, laptops, mobile hot spots, or Playaway Launch Pads and other types of equipment. Reciprocal members are not eligible to check out certain types of equipment such as mobile hot spots.
5. Members who are under the age of 18 years old are prohibited from checking out rated "R" movies, laptops, Hotspots, or tier 2 Library of Things items.
6. Reference collections are for library use only.

C. Holds & Renewals

1. All members may place up to 25 items on hold at one time.
2. Items in Hot Pick collections cannot be put on hold.
3. ~~Telescope kits can be placed on hold.~~ (Telescopes are now part of Library of Things.)
4. Two renewals are allowed for items that are not in demand. The renewal period is the same length as the original checkout period. The following types of items cannot be renewed: Hot Picks, mobile hot spots, telescopes, Book Discussion bags, and items on hold for another member.

D. Additional Requirements

Borrowers are required to provide a photo ID to check out certain equipment, including but not limited to the following: laptop computer kits, mobile hot spot kits, and tier 2 Library of Things items. Loss or damage of the equipment or accessories will result in charges for repair or replacement either for the entire kit or per each lost or damaged piece based on availability.

Laptop computer kits are for use within the library only for a loan period of two hours. Borrowers must remain in the library with the laptop. Removal of laptop computers from the library building will be considered theft.

II. FINES & FEES:

A. Overdue Fines

1. The Library will not charge any daily fines for overdue material.
2. The patron is responsible for understanding when checked out material is due to be returned to the Library. Checked out material may be subject to renewals according to Library policy. However, there is no guarantee of renewals.
3. Checked out material that is not returned within 28 days of the due date (or subsequent renewal dates) will be considered to be Lost Material by the Library and the Lost Item fees and regulations will apply.
4. Although the Library will use its best efforts to notify you of the overdue material or equipment, the Library does not guarantee notice and failure to receive notice will not prevent the material or equipment from being considered Lost Items.

B. Lost or Damaged Item Fees and Regulations

1. With the exception of magazines, lost or damaged material owned by the Library is charged at replacement/retail value plus a processing fee for making an item shelf-ready. A default price of \$20.00 will be used as the replacement cost if no retail value is available. Lost or damaged magazines will only be charged a replacement fee of \$5.00. Incidental damage to library material caused by normal use will be repaired without charge.
2. Non-returned, lost, or damaged material borrowed through MeLCat will be charged in accordance with MeL Policy, as set by the Library of Michigan, and then billed to the borrowing member. Once the Library pays the lending institution for non-returned, lost, or damaged interlibrary loan material, the borrowing member is responsible for the replacement cost, regardless of the item being returned.
3. Media formats, such as a DVDs or Playaways, that are returned without their library case and/or accompanying graphics or booklets will be assessed a replacement fee of \$5.00.
4. All lost or damaged pieces from kits will be charged at replacement/retail value or \$10.00 if no retail value is available. Total replacement of the kit may be charged if lost or damaged pieces are not replaceable and required for intended use of the kit.
5. Accounts that have been billed for lost or damaged material will be blocked from use until the lost material is returned or the lost or damaged material is paid for. Refunds will not be given for lost material that has been paid for, regardless if the material is returned to the collection.
6. Accounts that have been billed for \$25.00 or more in lost or damaged material and remain unresolved or unpaid for more than 28 days may be referred to a private notification service, but not reported to a credit bureau. Once an account has been sent to collections, a non-refundable fee equal to the private notification service fee charged to the Library will be assessed to the user's account.

C. Returned Check Fee

There is a fee for any returned checks written to the Portage District Library. The fee shall be assessed in the exact amount which the Library is charged by its current Bank for the processing of such items.

D. Photocopy /Printout/Faxing/Scanning Fees

A fee of 5¢ per printed side of a page will be charged for greyscale photocopies and printouts. A fee of 25¢ per printed side of a page will be charged for color printouts. No charge will be assessed for faxing or scanning pages to email or electronic storage.

E. Coffee Vending Fees

A fee of \$2.50 will be charged for a 12 oz. cup of coffee purchased through the coffee vending machine.

F. Car Charging Fees

A fee for use of the car charging station will \$0.13/kwh. An additional fee of \$0.75 will be charged per hour after the first two hours. A \$0.99 Guest Fee will be charged per session.

An estimate of costs is as follows:

\$0.86 for 1 hour
\$1.72 for 2 hours
\$3.32 for 3 hours
\$4.93 for 4 hours
\$6.54 for 5 hours
\$8.15 for 6 hours
\$9.76 for 7 hours
\$11.36 for 8 hours
\$12.97 for 9 hours
\$13.80 for 10 hours

Memo

Changes to the Resident/Non-Resident Policy

To: Portage District Library Board
From: Christy Klien, Library Director
Date: October 23, 2025

Background:

The adjustments have been made to reflect the changes in 2025 with feedback provided by Head of Circulation and Technical Services Abby Pylar, Circulation Supervisor Chelsa Axtell, and Circulation Supervisor Abbey Galbraith-Frew. Additions have been underlined and text to be removed appears with a strikethrough. The approved policy will appear on the library's website without markings.

Recommendation:

I recommend that you approve the changes in the Resident/Non-Resident Policy as presented.



Resident / Non-Resident Membership Policy

I. Definition of the Portage District Library Service Area Boundaries

The service area of the Portage District Library is property located within the City of Portage or the portions of the Portage Public School District located in Texas Township and Pavilion Township. Only those who reside within or own property or businesses within these boundaries are entitled to free membership.

NOTE: *Those who reside within or own property or businesses in the portion of the Portage Public School District located within the City of Kalamazoo are served by the Kalamazoo Public Library.*

II. Who is able to get a free membership?

- A.** Any person who resides within the Portage District Library service area.
- B.** Any person who pays real or personal property tax on property located within the Portage District Library service area.
- C.** Any business and/or institution located within the Portage Library District service area may be issued a library card in the name of that business or institution. See Section V. part D of this policy for more details.
- D.** Any person who is a resident member of a library district that has established a reciprocal borrowing agreement with the Portage District Library can have a free, limited use membership. See the Reciprocal Borrowing Policy for additional membership requirements.
- E.** Any student registered with the Portage Public Schools and whose parent or legal guardian has agreed to participation in the Portage District Library/Portage Public Schools Student Library Card Program.
- F.** Any person who can document that they are an educator at an educational institution that is located within the Portage District Library service area and would not otherwise qualify for any free membership type. See Section V, part E of this policy for more details.

NOTE: *Businesses outside of the Portage District Library service area are not eligible for reciprocal memberships.*

NOTE: *Resident and Reciprocal Memberships are for two years from the date the card is registered.*

III. Non-Resident Memberships

Any person, business or institution that does not fit into one of the above categories must pay a non-resident fee for library service. The non-resident membership is good for one year from date of issuance and entitles the member to all services of Portage District Library. Shorter term prorated non-resident memberships may be offered.

The “Cost of Service” is calculated based on the average taxable value per residential parcel within the service area of the Portage District Library. As required by Section 11a of the State Aid to Public Libraries Act, MCL 397.561a, the fee may not exceed “the cost incurred by the library in making borrowing privileges available to non-residents, including but not limited to, the costs, direct and indirect, of issuing a library card, facilitating the return of loaned materials, and the attendant cost of administration.” This cost figure is re-calculated annually and reported to the Library Board.

NOTE: *The non-resident fee for patrons 62 yrs. and older is 50% of the standard non-resident fee charged to people who reside outside of the Portage District Library service area.*

IV. Required Documentation for Establishing a Membership

The appropriate type of library membership for any person will be issued only upon verified identification and proof of current residential address for the person requesting the membership or, in the case of children under the age of 18, their parent or documented legal guardian. Businesses and Institutions have additional requirements addressed below. One of the following items of identification is required to establish a membership:

1. Valid Driver’s License
2. Valid State Identification Card
3. Valid Kalamazoo County ID Card
4. Valid Passport
5. Valid Military ID
6. Valid School ID with Photo
7. MI State Tribal ID

If the current residential address is not listed as part of the identification presented, a secondary document that includes a current residential address is also required to establish membership. The secondary document must be in the name of the person requesting the membership or, in the case of children under the age of 18, their parent or documented legal guardian. Businesses and Institutions have additional requirements detailed below. In order of preference, one of the following documents is required for proof of current residential address when the current residence is not listed on the identification presented to establish membership:

1. Valid Voter’s Registration Card
2. Current property tax bill or receipt
3. Current utility bill for water/sewer or gas/electric services
4. Registered Land Contract
5. Current Lease Agreement
6. Current vehicle registration

V. Special Circumstances & Other Membership Types

- A. In the case of children under the age of 18 who are unable to show identification or proof of current residential address and are not accompanied by a parent or documented legal

guardian, an alternative form of registration will be offered that will require the membership card to be notification to the responsible party that a membership card has been issued.

- B.** For those individuals seeking membership who may live in alternative living situations, such as shelters, temporary housing, group homes, transitional housing or care facilities, there may be other options for registration and/or proof of residence. Memberships may be limited in duration and/or limited in amount or type of material that can be checked out for those who are unable to provide the requested residency documentation.
- C.** Memberships are not available to those who are visiting the Portage District Library service area. However, internet ~~guest passes~~ onsite passes are available to anyone who can show appropriate identification. See the Internet Usage Policy for additional information and restrictions.
- D.** Businesses or institutions within the Portage District Library service area that would like to take advantage of the opportunity for membership require additional proof of operation within the library district, proof of ownership, or documented authorization from the business or institution. These memberships can only be established by the business owner, institutional director or their documented designee. These types of memberships are only processed by specific library personnel, not through typical individual member registration processes. Due to the variety of business and institution types, contact the Library for specific information regarding the additional requirements.
- E.** Individuals who can provide written documentation that they are working as an educator at an educational institution within the Portage District Library service area and would not otherwise qualify for any free membership type can be provided with a membership free of charge. Appropriate documentation should come in the form of a letter provided by their employer OR by using their school ID badge along with digital verification via online School Directory and must be provided annually upon the expiration of the membership to continue the membership. This type of membership is not intended for personal use, but to provide access to library collections for use in support of curriculum and other educational endeavors that impact students in the Portage District Library service area.

VI. Membership Responsibilities and Privacy

- A.** Once a membership has been established, the person, business or institution in whose name the membership is opened is responsible for any use or misuse of the membership, including, but not limited to, fines, losses or fees assessed against the account. In the case of minor children, the parent or documented legal guardian is the responsible party. In the case of a business or institution, the owner, director, or their designee will be the responsible party. Lost or stolen membership cards should be reported immediately. See the Fines & Fees/Usage Policy or the Internet Usage Policy for additional information.

- B.** In accordance with the Michigan Library Privacy Act, all library records must be kept confidential. Information contained within library records will only be divulged in person to the member showing valid identification, the card holder, the person liable for payment and return of library materials, or as required by law via a court order. See the Library Privacy & Search Warrant Policy for additional information.

Memo

Proposed Non-Resident Fee for Fiscal Year 2026

To: Portage District Library Board
From: Christy Klien, Library Director and Rob Foti, Business Manager
Date: October 27, 2025

BACKGROUND:

For many years, the library has extended library borrowing privileges to non-residents by providing an opportunity for them to get a library card by paying an annual fee that is comparable to what the average resident taxpayer would pay through tax assessment for library service. This is a reasonable approach to resource sharing by a tax supported public library and is a practice followed by many libraries. We have also always complied with Section 11a of the State Aid to Public Libraries Act, MCL 397.561a, which states that a Non-Resident Fee "*may not exceed the cost incurred by the library in making borrowing privileges available to non-residents, including but not limited to, the costs, direct and indirect, of issuing a library card, facilitating the return of loaned materials, and the attendant cost of administration.*"

The current Library Board approved formula for calculating the library's Non-Resident Fee is: *Tax revenue generated by the taxable value of the average residential property in the Library taxing jurisdiction.*

CALCULATION:

Using this formula, we have determined that the library's Non-Resident Fee for 2026 would be:

The current number of residential parcels in the Library's jurisdiction is 19,153. The total taxable value for all residential property is 2,229,998,417. Therefore, the average taxable value of a residential parcel of property in the Library's area would be 111,091. That means that tax revenue generated per average parcel in the coming year at the Headlee reduced millage rate of 1.9945 mills will be \$232. This is a \$11.00 increase in the library's Non-Resident Fee from Fiscal Year 2025 which was \$221.00.

RECOMMENDATION:

It is recommended that the Library Board approve a 2026 Non-Resident Fee for the Portage District Library in the amount of \$232.00.

Schedule of Library Closings for Calender Year 2026

The Portage District Library will be closed on the following selected federal holidays and special observance days in 2026:

Thursday, January 1, 2026 New Year's Day	Monday, September 7, 2026 Labor Day
Sunday, April 5, 2026 Easter	Thursday, November 26, 2026 Thanksgiving Day
Monday, May 25, 2026 Memorial Day	Thursday, December 24, 2026 Christmas Eve
Friday, June 19, 2026 Juneteenth	Friday, December 25, 2026 Christmas Day
Saturday, July 4, 2025 Independence Day	Thursday, December 31, 2026 New Year's Eve Closing at 5:00 PM

We would like to discuss closing early (at 5:00 PM) on Thanksgiving Eve. It is a quieter evening and would allow staff more flexibility with their holiday plans.

Investment Policy

I. STATEMENT of PURPOSE

It is the policy of the *Portage District Library* to invest its funds in a manner that will provide the highest investment return with the maximum security, while meeting the daily cash flow needs of the Portage District Library and complying with all state statutes governing the investment of public funds.

II. SCOPE of POLICY

This investment policy applies to all financial assets of the *Portage District Library*. These assets are accounted for in the various funds of the *Portage District Library* and include the general fund, special revenue funds, debt service funds, capital project funds, enterprise funds, internal service funds, trust and agency funds and any new fund established by the *Portage District Library*.

III. INVESTMENT OBJECTIVES

In priority order, the primary objectives of the *Portage District Library's* investment activities shall be:

A. Safety:

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

B. Diversification:

The investments will be diversified by security type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

C. Liquidity:

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

D. Return of Investment:

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and the cash flow from characteristics of the portfolio.

IV. DELEGATION of AUTHORITY to MAKE INVESTMENTS

Authority to manage the investment program is derived from MCL 397.182 and by Resolution of the *Portage District Library Board* (See attached). Management responsibility for the investment program is hereby delegated to the *Portage District Library Director* who shall establish written procedures and internal controls for the operation of the investment program consistent with this Investment Policy. Procedures shall include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, collateral/ depository agreements and banking service contracts. No person may engage in an investment transaction except as provided under the terms of this Investment Policy and the procedures established by the *Portage District Library Director*. The Library Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

V. AUTHORIZED INVESTMENT INSTRUMENTS

The *Portage District Library* funds shall be invested only in the manner permitted under Act No. 20 of the Public Acts of 1943, as amended, and may include any of the following:

- A.** Bonds, securities and other obligations of the United States or an agency or instrumentality of the United States.
- B.** Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution, as defined in MCLA 129.91 (4) provided that the financial institution is eligible to be a depository of funds belonging to the State under a law or rule of the state of Michigan or the United States.
- C.** Commercial paper rated at the time of purchase within the two highest classifications established by not less than two standard rating services and that matures not more than 270 days after the date of purchase.
- D.** Repurchase agreements consisting of instruments listed in subdivision (a).
- E.** Bankers' acceptance of United States banks.
- F.** Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one standard rating service.
- G.** Mutual funds registered under the Investment Company Act of 1940, Title I of Chapter 686, 54 Stat. 789. 15 USC 80a-1 to 80a-3, and 80a-4 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. A securities net asset value per share may fluctuate on a periodic basis. However, a mutual fund is not disqualified as a permissible investment solely by reason of either of the following:
 - i.** The purchase of securities on a when-issued or delayed delivery basis.
 - ii.** The ability to lend securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.
 - iii.** The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.
- H.** Obligations described in subdivisions (a) through (g) if purchased through an interlocal agreement under the Urban Cooperation Act of 1967, 1967 (Ex Sess) PA7, MCL 124.501 to 124.512.
- I.** Investment pools organized under the Surplus Funds Investment Pool Act, 1982 PA 367, MCL 129.111 to 129.118.
- J.** Investment pools organized under the Local Government Investment Pool Act, 1985 PA 121, MCL 129.141 to 129.150.

VI. SAFEKEEPING and CUSTODY

All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by the *Portage District Library* shall be on a cash (or delivery vs. payment) basis. Securities may be held by a third party custodian designated by the *Portage District Library Director* and evidenced by safekeeping receipts as determined by the *Portage District Library Director* (or designee of the Library Director).

VII. STANDARD of PRUDENCE

The *Portage District Library Director* shall make such investments and only such investments as a prudent person would make in dealing with the property of another, having in view the preservation of the principal and the amount and regularity of the income to be derived. The Standard of Prudence to be used shall be the “fiduciary” standard and shall be applied in context of managing an overall portfolio.

VIII. STATEMENT of ETHICS

The *Portage District Library Director* shall refrain from personal business activity that could conflict with the proper execution and management of library investments, or that could impair the *Portage District Library Director’s* ability to make impartial investment decisions.

IX. INVESTMENT ACTIVITY REPORT

The *Portage District Library Director* shall annually, in October, provide a written report to the Library Board concerning the investment of *Portage District Library* funds. The Portage District Library shall comply with all applicable statutory standards for investment of public funds as they now exist or as they may be subsequently amended. Any provision of this resolution that conflicts with applicable statutory requirements and standards is void.

Investment Listing

As of September 30, 2025

All funds received are deposited into the Library's Fifth Third Checking Account. The checking account is a Sweep Account and all funds in excess of \$25,000 in the Library's checking account at the end of business day are swept into a higher interest-earning investment option. This would typically be a money market account.

The Library continually reviews its cash flow needs, based on budget distribution, planned projects and any other known information that may help to determine when cash is needed. Based on that information, excess funds are invested in higher interest earning investment options other than the Sweep Account. The following is a list of bank accounts and investments that the library has funds invested in:

Type	Issuer	Amount	Maturity Date	Interest Rate
Checking/Sweep Acct	Fifth Third Bank	7,921,964	Liquid	4.043%
Payroll Acct	Fifth Third Bank	\$ 0.00	Liquid	0.00%
Flex Checking	Fifth Third Bank	Variable	Liquid	0.00%
HRA Checking	Fifth Third Bank	Variable	Liquid	0.00%
Cash	UBS	\$255	Liquid	Variable
Money Market Funds	United States Treasury	\$1,237,020	2/19/2026	3.735%
CD	Dort Financial Credit Union	\$300,000	12/9/2025	4.75%
CD	Flagstar Bank	\$250,000	12/23/2025	4.65%
CD	Bank of America	\$250,000	3/9/2026	4.75%
CD	Bank of America	\$234,000	4/6/2026	4.80%
CD	First Merchants Bank	\$250,000	3/10/2028	3.70%
CD	First National Bank	\$500,000	4/28/2028	3.80%
CD	First National Bank	\$300,000	8/29/2028	3.75%
CD	Dort Financial Credit Union	\$250,000	10/10/2028	5.00%
U.S. Treasury Notes	U.S. Treasury	\$256,000	1/31/2028	3.50%
U.S. Treasury Notes	U.S. Treasury	\$250,000	5/31/2028	3.625%
U.S. Treasury Notes	U.S. Treasury	\$245,000	1/31/2029	4.00%
U.S. Gov't Bonds	Federated Farm Credit Bank	\$500,000	5/4/2026	1.01%
U.S. Gov't Bonds	Federated Home Loan Bank	\$1,000,000	5/26/2026	2.02%
U.S. Gov't Bonds	Federated Home Loan Bank	\$250,000	7/15/2026	2.51%
U.S. Gov't Bonds	Federated Home Loan Bank	\$255,000	8/28/2029	4.00%
U.S. Gov't Bonds	Federated Home Loan Bank	\$515,000	3/27/3030	4.00%
GovMic (Bond Proceeds)	Various (Managed)	\$7,165	Liquid	4.28%

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: October 23, 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 October 3-4, 2025 and their October board meeting on October 13th there will be an item on the agenda for the October 27, 2025 Library Board meeting.

Memo

Year-End Update on the Library Director's Personal Goals for Fiscal Year 2025

To: Portage District Library Board
From: Christy Klien, Library Director
Date: October 27, 2025

GOAL 1: Restructure the library's Human Resources department

Update: The library is working with HR Collaborative to help support the library's human resources needs. We have Stefon Hemphill work onsite once a week on HR activities and projects.

GOAL 2: Conduct a staff satisfaction/climate survey to better understand the staff's work experience

Update: A survey has been drafted and I am working with our HR consultant for feedback on implementation. I plan to launch the survey in November.

GOAL 3: Identify staffing needs and develop a plan for future budgeting

Update: I have met with several department supervisors to discuss their staffing needs, and we have implemented a couple of changes this year and are adding additional staff in 2026.

Goal 4: Professional Development in Intentional Leadership .

Update: I participated in MLA's Think Space professional development that focused on intentional leadership this year. I found great value in this series of training and look forward to next year's development that focuses on wellbeing across the entire library team.

Memo

Update on the Library Director's 2024 Evaluation Process

To: Portage District Library Board
From: Tom Vance, Library Board Chair
Date: October 27, 2025

Following a discussion at the September 22, 2025 board meeting, it was decided that the same forms from previous years would be used for the 2025 Library Director's evaluation and be compiled into one document with the assistance of Marketing Manager Colin Whitehurst. Each trustee should complete the evaluation form based on their own assessment of the Library Director's accomplishments and performance in relation to her personal goals and the 2025 Ends Statements. Library Director Klien will present her Director's Goals update at the October 27, 2025 meeting and trustees will decide when completed forms will need to be returned to Library Board Chair. Trustees will receive the evaluation forms following the meeting.

The Board Personnel Committee (Friedman, Vance, Whitlock) will set their meeting after the evaluation deadline to review the responses and develop a recommendation to the Library Board for the Library Director's compensation in 2026. The Board Chair will then meet with the Library Director for her evaluation.

The Board Personnel Committee will present the recommendation to the whole board at the December 15, 2025 board meeting, at which time a vote will be taken.

The Library Board Personnel Committee reminds all trustees that we must conduct this evaluation process in compliance with the Open Meetings Act and in accordance with Carver Policy Governance guidelines as indicated below.

The Library Director's performance evaluation entails the following assessments:

1. Has there been progress on achieving Board endorsed Ends Statements in 2025?
2. Has there been progress on accomplishing Board endorsed personal goals in 2025?
3. Has the Library Director been in compliance with the Board's Executive Limitation in 2025?



Portage District
LIBRARY

STRATEGIC PLAN 2023-2026

THIRD QUARTER UPDATE 2025



Strengthening the Community

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

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

Activities:

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

UPDATE:

Here are the number of people that visited the Makerspace during Staffed Hours during the Third Quarter. This does not include patrons that use the Makerspace outside of Staffed Hours.

July: 579

August: 417

September: 310

We see an increase in the use of the Makerspace during summer reading as a lot of Youth come in to use the Makerspace equipment during the day. That number typically drops off when school starts. In addition, this September we had to cancel some Staffed Hours as part of the hiring process as we bring in a new Makerspace Assistant.

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

This quarter Youth Staff Laura Wright continued the collaboration with Adult Staff Rachael Wiegmann to host a multigenerational three-part art series with local artist Laura Wieler. The goal is to build connection through community art and collage. This quarter Staff and the artist hosted a Book Buddies event to build some samples to share, an event for attendees (teen-adult) to create Artist Trading Cards, and finally, a reception for participants and those interested in this art. The cards are currently on display in the café.

This quarter we had 7 young collectors display their collections. The children were ages 7-12. Displays were varied and interesting, with every one carefully built by the collector.

-In July, Ron Dumont and friends displayed their art which featured rabbits.

-In August and September, Heather Boersma displayed her nature-inspired purses in the café.

-In July, the maker-in-residence, Amber Adams-Fall displayed her art in the atrium to coincide with her term at the library.

-Quyen Edwards displayed her butterfly photographs in the atrium.

-Steve Ellis kindly displayed his LP collection in the atrium display case.

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

Activities:

1.2.1 Partner with community organizations to host programming.

UPDATE:

We contacted 31 local organizations, all of which expressed interest in continuing or starting partnerships with us. We held programming or events with 31 organizations. 13 of those contacts are pending or have made plans for future programming or events with the library.

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

UPDATE: Makerspace Librarian Jane Fleming and Youth Librarian Andrea Smalley were contacted by a teacher from Portage Northern about ways that she could work with her ELL students on a project using the Makerspace. We decided that it would be great if these students could create their own shirts.

The students used Canva to create their own designs. The designs were then mailed to Makerspace Staff, who printed the designs ahead of time. On Thursday, July 10, Students came to the Makerspace with their own t-shirts and library staff assisted them to make shirts with the heat press.

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

Activities:

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

UPDATE:

There was targeted outreach with a focus on senior communities, individuals trying to navigate unemployment or get a photo ID card, the refugee community, and city events.

STEAM Librarian Jane Fleming attended the Farmer's Market on Sunday, July 13. A number of patrons stopped by the Makerspace after that visit and mentioned that they learned about the Makerspace at the Farmer's Market.

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

UPDATE: No update for this quarter.

Extraordinary Experiences

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

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

Activities:

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

UPDATE:

Two Books by Mail packages were sent out. "This is excellent. I am so glad to learn about this program. A long winter ahead will be much more bearable now."

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

UPDATE:

We attended 14 events that were offsite or virtual presentations on library services, senior communities, those with disabilities or chronic illnesses, and partnerships with state-offered resources.

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

Activities:

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

UPDATE: The library renewed its subscription to Empathy Studios, an online training service for staff to take focused training to enhance their skills and knowledge.

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

UPDATE: The library renewed its subscription to Empathy Studios, an online training service for staff to take focused training to enhance their skills and knowledge. This year's staff development day trainings were held with OutFront Kalamazoo and Dr. Margaret Ann Paauw who led a training on navigating difficult patron situations.

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

Activities:

- 2.3.1 Host more programs that foster interaction and community.**

UPDATE:

The Makerspace hosted our inaugural Maker-in-Residence, Amber Adams-Fall during the months of July and August. The Maker-in-Residence program is intended as a way to introduce community members to a local artist, and to build community by helping community members learn from the Maker-in-Residence as they create together.

Amber is a fiber artist, and she used her talents to help patrons design quilt squares to create a community quilt. She did this during Drop-In session in the Makerspace.

A total of 95 patrons came to create the quilt. Amber is currently working on putting the quilt together, and it will be displayed for the public to enjoy.

She also held two scheduled programs to help patrons create using recycled fabric. One of them was on Saturday, July 26. 15 people attended, and they learned how to make a plush whale out of old jeans.

The second was on Saturday, August 16. 37 people attended, and they learned how to make owls out of recycled fabrics.

These programs were for all ages, and participants ranged from elementary-aged school children to retirees.

The adult department hosted several programs that created connections in the community. During the third quarter, we connected to the community in the following ways:

-Yoga programs with Sunshine and Pebbles.

-Meditation with Nicole Najar,

-Author Michael Delaware gave a presentation based on his book, Victorian Michigan.

-Kitty and Phil Copeland from Kalamazoo Kitty came to give a presentation on staging the home and tips for selling your residence. They will be returning in October.

-Author and crime historian, Tobin Buhk, presented on Michigan's Most Dangerous Women (which is from his book).

-Estate lawyer William Wierenga gave a presentation on probate, wills, etc.

-Laurel Day, from Do Something Company, came and taught how to make and select foods for a charcuterie board.

-Gemini Moon performed in the parking lot for an evening concert.

-Two book groups were hosted: Light Lunch and Literature and International Mystery.

-We had two cooking programs on the Charlie Cart: Gretchen Kauth and her popular "The Mediterranean Way of Eating," and Chef Alexander Gandia.

-Laura Wright and Rachel Wiegmann hosted 2 multi-generational programs with Cut and Placed

-Jane Fleming and Rachel Wiegmann visited WMU's Center for Disability Services to make buttons with the consumers.

PDL attended three Farmers' Markets, one Friday at the Flats, and the Fall Festival as part of our ongoing partnership with Portage Parks and Recreation. We had 1,401 interactions across those five events where we made new library cards, renewed existing accounts, and answered general library questions.

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

UPDATE: There is no update at this time.

Investing in the Future

We help the community evolve and grow.

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

Activities:

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

UPDATE: Staff wages were reviewed at the end of 2024 and adjusted to align with the compensation study plan that was created by ElementOne.

3.1.2 Create a standardized orientation and cross training.

UPDATE: There is no update at this time.

3.1.3 Implement robust internal communication procedures.

UPDATE: The notes from the Administrative Team meetings, weekly staff meetings, and departmental meetings are shared with the entire staff through email. Departments use Teams to provide frequent internal department updates.

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

UPDATE: In March, we contracted with HR Collaborative to provide fractional Human Resources assistance to help us with our HR needs. Stefon Hemphill, an HR Collaborative HR generalist, is helping us update our job descriptions, review and update our Employee Handbook, and handle employee matters. In the 2nd and 3rd quarters, we worked with ElementOne to design a new performance evaluation tool that will align with staff's job descriptions. The new performance evaluation tool will launch in 2026.

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

Activities:

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

UPDATE: There is no update at this time.

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

UPDATE: The Beloved Books are being assessed for return to the collection as we expand our shelving space this Fall.

3.2.3 Invest in more device offerings.

UPDATE: New Equipment and software added to the Makerspace:

Bambu H2D 3D Printer: This printer can print larger prints, which answers a need that we have noticed from patrons. It also can do two color prints much more quickly and efficiently.

X-Tool P2S CO2 Laser engraver This engraver has a larger bed so can do larger jobs. It also

cuts more efficiently than the F1 Ultra. It complements the other laser engraver well as they each to things that the other can't.

Chompsaw This is a saw that can cut cardboard easily and safely. Youth can use it to create projects without the danger of using sharp blades. The Makerspace purchased two of them.

New Kit: Plus Plus STEM Construction Toys for Youth

To make the Digital Microscope more appealing, Jane added 100 premade slides and ready-to-use petri dishes to the kit. Since introducing those extras, the microscope has holds, keeping it in constant circulation. A Ghost Hunting kit, two Thermal Imaging Cameras, a ClearClick QuickConvert 2.0, and a Golfer's Tool kit were also added this quarter.

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

Activities:

3.3.1 Create successful collection display practices.

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

July – Baseball Reads, Disability Pride, Freedom, Science Fiction is Out of This World, Superman

Aug – Self Care, Historical Fiction, The Wide World of Patterson, Shonen Manga

Sept – Ginger Cat Appreciation, Hispanic Heritage Month, Authors Who Make History Come Alive, Pirates in Romance and Speculative Fiction, Women Manga

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

UPDATE: There is no update at this time.

3.3.3 Prioritize accommodating people with disabilities when designing or selecting offerings

UPDATE: There is no update at this time.

Portage District Library
3rd Quarter Report
September 30, 2025

Revenue						
				Percent of Year Gone -->		75%
General Ledger Category	3rd Qtr Actual	% of Annual Budget	2025 Annual Budget	YTD Actual	YTD Actual+Enc.	YTD % Received
Total Tax Revenue	\$ (1,509)	0%	\$ 5,927,210	\$ 6,118,545	\$ 6,118,545	103%
State Aid Revenue	30,975	8%	393,402	424,126	424,126	108%
Other Revenue	321,098	108%	296,450	887,276	887,276	299%
Revenue (To)/from Reserves	-	0%	1,621,567	1,621,567	1,621,567	100%
Other Financial Sources	-	0%	960,300	914,450	914,450	95%
Total Revenue	\$ 350,564		\$ 9,198,929	\$ 9,965,964	\$ 9,965,964	108%

Expenses

General Ledger Category	3rd Qtr Actual	% of Annual Budget	2025 Annual Budget	YTD Actual	YTD Actual+Enc.	YTD % Spent
Total Salaries & Wages	\$558,599	25%	\$ 2,215,827	\$1,509,245	\$1,544,245	70%
Total Fringes & Benefits	154,873	18%	843,864	574,925	584,925	69%
Total Library Materials	136,653	16%	860,480	522,671	631,442	73%
Total Utilities	35,257	21%	165,400	88,010	88,010	53%
Total Buildings	47,890	16%	297,292	173,115	204,137	69%
Total Furnishings & Equipment	17,077	28%	61,750	25,330	56,830	92%
Total Supplies	31,907	12%	256,058	91,186	152,462	60%
Total Professional Services	76,251	13%	577,736	275,603	315,735	55%
Total Other Charges	31,009	6%	529,384	269,584	323,990	61%
Other Financial Uses	0	0%	960,300	914,450	914,450	95%
TOTAL OPER. EXPENSES	\$ 1,089,516		\$ 6,768,091	\$ 4,444,119	\$ 4,816,226	71%
TOTAL CAPITAL PROJECTS	\$ 6,048	0%	\$ 2,425,837	\$ 52,217	\$ 423,196	17%
TOTAL EXPENSES	\$ 1,095,564	12%	\$ 9,193,928	\$ 4,496,336	\$ 5,239,422	49%

EFFECT ON FUND BALANCE *	\$ (745,000)	\$ 5,001	\$ 5,469,628	\$ 4,726,542
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Cash Flow Analysis of all money including prior year(s)

12/31/2024 Audited Total cash (Fund Equity*) minus liabilities	\$ 9,161,422
+ 2025 Revenues	9,051,514
- 2025 Operating Expenses	3,529,669
- Capital Projects	52,217
- General Reserves	857,294
- Building Reserves	50,000
- Benefits Reserve	29,741
- Technology Reserve	111,305
- Patio Feasibility Reserve	4,700
- Personal Property Tax Reserve	805,946
- Building Improvement Reserve	796,325
- Library Endowments	95,766
- Encumbrances	743,086
Total available cash as of 6/30/2025 (Fund Balance*)	\$ 11,136,887

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

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

Property Taxes - Property Tax collections are ahead of pace for this time of year. The Library has surpassed its anticipated collections for year. This is due to a large Brownfield Development District ending in FY2024 that the Library was unaware of the time of budgeting for FY2025. Chargebacks for property tax appeals by the City of Portage and County of Kalamazoo are budgeted at \$12,500 and have only been \$7,745 for the year to date. This amount will increase as the year goes on, but has been under budget in prior years.

State Aid Revenue - The Library has not received its second State Aid payment in the current year. The Library has received its distribution from the Local Community Stabilization Fund for eliminated personal property tax. The distribution was \$362,956. This amount was \$4,556 more than budgeted. The Library received its annual State Aid payments for the year in the amount of approximately \$61,700.

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

Other Revenue - Other Revenue is well ahead of pace for this time of year. Interest income will be collected throughout the year as interest is earned. Revenue from interest in the 1st three quarters is greater than the annual budget. Fines and Fees are ahead of pace for the year. The Library does not budget for donations, but instead chooses to request budget amendments when they are received and needed for use. The Library has received approximately \$377,000 of donations and grants during the year that it has not requested budget amendments in order to spend. Penal Fines are budgeted at \$50,000, but were collected in the amount of \$61,070.

Other Financing Sources/Uses - The Library pays its debt obligation out of its Debt Service Fund, and not the General Fund, which is used for the vast majority of Library activity. Therefore, this line represents a transfer of funds from the General Fund to the Debt Service Fund to service the debt payment. Debt payments are due on May 1 and November 1. The May 1st debt payment was paid by ACH on April 25, 2025 in the amount of \$914,450. the second payment for interest in the amount of \$45,850 was due by November 1st and was paid on October 19th.

Salaries & Wages - Salaries & Wages are slightly below pace for this time of year. The Library currently has a total of three (3) part time positions open with one (1) in each of the Adult, Youth and Circulation Department. The unspent funds are due to positions being briefly open throughout the year, as well as funds available for staff bonuses at year end.

Fringes & Benefits - Fringes & Benefits are less than 75% expended as of September 30, 2025. This is due to two (2) employees opting out of the Library's insurance plan and picking up a spouse's insurance plan. Based on this scenario, there should be a surplus of funds at the end of the year.

Library Materials - This category shows that it is on pace for this time of year. The majority of accounts are close to the 75% expended level for the year. There are no current concerns that any account is underfunded.

Utilities - Utilities are under budget for this time of year. Gas & Electric comprise the largest expenditure line in this category and expenditures have been below budget. Through three quarters of FY2025, gas & electric expenses are \$28,668 below the budgeted amount. The cause of this may be due to warmer winter weather resulting in less usage. It appears that this category will be under budget at year-end. The Library will receive a distribution from the Michigan Municipal Risk Management Authority (MMRMA) for building insurance premiums in the amount of \$14,058 that are being applied against the library's annual premiums.

Portage District Library
3rd Quarter Report
September 30, 2025

Building - Year-to-date actual and encumbrances are greater than the 75% target. The Library has set up encumbrances for anticipated building and equipment maintenance for the year. Therefore, there is a large proportion of the budget accounted for at this time.

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

Supplies - The supply category is under budget for this time of year. The majority of accounts in this category are used on an as needed basis. The library has tried to adopt a very conservative approach to its spending for lines such as supplies. There are no concerns at this time that any account will be over spent by year-end. As a result, the Library will determine any needs near year-end and address them with unspent funds.

Professional Services - This category is slightly lower than the 75% target for several reasons. The Library has several lines that have projects that are in various stages of completion. These projects include: Phase II of the salary & wage study, contracting a fractional HR consultant; various small projects for the Library's attorneys, as well as annual subscriptions to online software that are expensed early in the year. There are no concerns at this point with any lines within this category being over budget for the year.

Other Charges - This category is under budget for this time of year. Lines in this category include programming, training and maintenance and support for the various hardware and software located throughout the Library. There are several contracts that begin in January or February of the year. Therefore, a significant portion of the budget is used early in the year for these annual contracts. However there are three (3) large lines that are under budget at this time. Two (2) are computer support lines and should be spent out by year-end. The last is the training line and a plan will be developed over the next few months to spend these funds in the 2025 or 2026.

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

Memo

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

To: Portage District Library Board
From: Christy Klien, Library Director
Date: October 27, 2025

ANNUAL CAMPAIGN DIRECT MAILING

We would like to send out an Annual Campaign letter for 2025 to all active library users providing an end-of-the-year update on library activities and invite financial assistance to further enhance the library's special initiatives. In order to do this, we need to use the library patron data base.

REQUEST:

We request that the Library Board pass a motion at the October 27, 2025 board meeting to allow the Portage District Library to enter into a contract with our regular printing vendor to use the library's patron database for the restricted, confidential and sole purpose of sending a direct mailing to citizens residing within the library district and to active library users for the Annual Campaign. The contract with our regular printing vendor stipulates that the printer or any associate or partner of the printer will not use the library's patron database for any other purpose, nor will the printer share the confidential patron information with any other parties.

We also request permission to use trustees' signatures on file for these mailings, following prior review of the document at the October 27, 2025 Library Board Meeting.

Memo

Request for Discussion of 2025 Board Retreat

To: Portage District Library Board
From: Christy Klien, Library Director
Date: October 27, 2025

I would like to request a discussion of the 2025 Board Retreat field trip to Kalamazoo Public Library at the October 27, 2025 Library Board Meeting.