



PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting
January 26, 2026

300 LIBRARY LANE, PORTAGE, MICHIGAN 49002



NOTICE OF REGULAR MEETING

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting, Monday, January 26, 2026 | 6:00 PM

The Library Board of the Portage District Library will hold a regular meeting on Monday, January 26, 2026 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: Jan. 22, 2026

Quyen Edwards
Library Board Secretary

Portage District Library
300 Library Lane
Portage, MI 49002

AGENDA

January 26, 2026

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 January 26, 2026 (1 minute) (Vote)

V. Consent Agenda (5 minutes) (Vote)

- A. Minutes of the regular meeting held on December 15, 2025 (*Info Pg. 5-9*)
- B. December 2025 Narrative (*Info Pg. 10-12*)
- C. Spotlight on the Circulation Department (*Info Pg. 13*)
- D. 2026 Library Board Roster (*Info Pg. 14*)
- E. 2026 Staff Organizational Chart (*Info Pg.15*)
- F. Approval of Budget Amendment Request to Increase Expense Lines in the FY 2026 Budget to Offset Unpaid Encumbrances. (*Info Pg.16-17*)
- G. Financial Condition for December 2025 (*Info Pg. 18-19*)
- H. Statistical Report for December 2025. (*Info Pg.20-21*)
- I. Year End Statistical Report for FY 2025 (*Info Pg. 22-28*)
- J. February 2026 Program Calendar (*Info Pg. 29-30*)
- K. Library Advocacy January 2026 (*Info Pg. 31-34*)
- L. Review Community Meeting Room Policy (*Info Pg. 35-39*)
- M. Monitoring Report on Executive Limitation: Global Executive Constraint. (*Info Pg. 40-41*)

VI. Governance (40 minutes)

- A. Election of Library Board Officers for 2026. (**VOTE Pg. 42**)
- B. Appointment of Library Board Personnel Committee, Board Liaison to the Friends of the Library, and Library Board Secretary for 2026. (*Info Pg. 43*)
- C. Annual signing of "Conflict of Interest" Statements by trustees. (*Info Pg.44*)
- D. Circulation Policy Change for Unrated DVDs (**VOTE Pg.45-48**)
- E. Consideration of Guests/Presenters to be Invited to Board Meetings in 2026. (*Info Pg. 49*)
- F. 4th Quarter Financial Report for FY 2025 and Variance Report. (*Info Pg. 50-51*)

AGENDA

VII. Ends Development (20 minutes)

- A. Endorsement of Library Director's Personal Goals for 2026. **(VOTE) Pg. 52**
- B. 4th Quarter 2025 Strategic Plan Report. **(Info) Pg. 53-59**

VIII. Library Director's Reports (10 minutes)

- A. Final remarks by Library Director for the January 26, 2026 Library Board Meeting

IX. Process Evaluation (5 minutes total)

- A. Suggestions for Agenda Items to be included on the February 23, 2026 Board Meeting
 - 1. Minutes of the Regular Meeting held on January 26, 2026.
 - 2. Review of Library Board Bylaws.
 - 3. Donations Report for Funds Received in 2025.
 - 4. Approval of Allocation of 2025 Gifts & Donations for Expenditure in 2026.
 - 5. Finalization of Guests to be Invited to Board Meetings in 2026.
 - 6. Monitoring Report: Emergency Library Director Succession.
 - 7. Monitoring Report: Treatment of Consumers.
- B. Miscellaneous

X. Adjournment

MINUTES

From the December 15, 2025
Regular Board Meeting

I. Start of Meeting

II. Roll Call

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

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

Board Members Absent: Donna VanderVries (excused)

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

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

Library Board Chair Tom Vance welcomed everyone to the December 15, 2025 Library Board Meeting. He asked if anyone present had any comments.

Head of Circulation and Technical Services Abby Pylar said that Portage District Library doubled the Salvation Army Angel Tree gift intake from last year receiving over 600 gifts from our generous community. Library Director Christy Klien thanked staff members Chelsea Axtell for organizing the drive and Abby Pylar and Steve Rossio for delivering the gifts to Salvation Army today.

Adoption of the Agenda for the Regular Meeting of December 15, 2025

Library Board Chair Vance asked if there were any changes to the agenda before its adoption. Library Director Klien requested that the Board go into closed session for her yearly evaluation. Vance asked for a motion to adopt the agenda.

MOTION: It was moved by Trustee Behr and supported by Trustee Whitlock that the Library Board adopt the agenda for the regular meeting of December 15, 2025 and go into closed session for the Library Director's Evaluation. Vote: 6-Yes, 0-No, 1-Absent (Vander Vries). Motion carried.

V. Consent Agenda

Library Board Chair Vance asked if there were any changes needed to the consent agenda for the December 15, 2025 board meeting before its adoption. Trustee Terry requested removal of Item G.

- A. Minutes of the regular meeting held on October 27, 2025
- B. Minutes of the board retreat held on November 5, 2025
- C. October and November 2025 Narrative
- D. Spotlight - Makerspace
- E. Financial Condition for October and November 2025
- F. Budget Amendment: Allocation of Interest Income
- G. Statistical Report for October and November 2025
- H. January 2026 Program Calendar
- I. MLA Advocacy

MINUTES

- J. Review Bulletin Board Policy
- K. Review Public Comment Policy
- L. Review FOIA Policy

MOTION: It was moved by Trustee Friedman and supported by Trustee Behr that the Library Board approve the consent agenda for the regular meeting of December 15, 2025 with the removal of Item G. Vote: 6-Yes, 0-No, 1-Absent (Vander Vries). Motion carried.

Item G. Statistical Report for October and November 2025 - Trustee Terry asked why the total program audience numbers reflected fewer attendees. There were fewer programs this past October due to staffing changes. Upon review, it was also determined that the Geek Fest 2025 attendance was not included in the monthly statistics.

MOTION: It was moved by Trustee Baker and supported by Trustee Terry that the Library Board approve Item G. Vote: 6-Yes, 0-No, 1-Absent (Vander Vries). Motion carried.

VI. Governance

A. Adoption of Schedule of Library Board Meetings for 2026

Library Director Klien said that the March library board meeting does not fall during PPS Spring Break. As reflected in past schedules, May and December 2026 meetings would also need to be scheduled a week earlier due to holidays.

MOTION: It was moved by Trustee Terry and supported by Trustee Whitlock to approve the 2026 schedule of Library Board Meetings as presented. Vote: 6-Yes, 0-No, 1-Absent (Vander Vries). Motion carried.. Motion carried.

B. Appointment of Nominating Committee Chair to survey trustees' interest in Board offices in 2026.

Board Chair Vance said he would entertain a volunteer for a nominating committee chair for 2026. Trustee Behr volunteered and was appointed. Vance said that the Board Officers included chair and vice chair, and the committees (which will be appointed by the Board Chair) included personnel (2) and Friends liaison (1). Board Chair Vance indicated that he is interested in stepping down after serving as chair for the past 3 years.

DISPOSITION: The Library Board accepted Trustee Behr as the Nominating Committee Chair to survey trustees' interest in Board offices in 2026.

C. Friends Report

Trustees Baker and Terry said that the Friends made approximately \$4,700 dollars at their December sale. The Friends as had a close vote, but the majority decided to continued to sell books at 3 for \$1.

The history book sale went well. Board Chair Vance said he was especially appreciative of how well the books were organized.

DISPOSITION: The Library Board received the final Friends of the Portage District Library report for 2025.

D. New Notary Service

MINUTES

Library Director Klien said that we have one Adult Services staff member already trained as a notary, one who is almost trained, and one more who is interested in being trained. The presented policy has been approved by the Library's attorney and mirrors the City of Portage Policy closely for consistency in the community. Trustees agrees this would be a valuable service for the community,

Trustee Behr asked about liability for the library. Library Director Klien said that there is always that potential, but it is limited when you look at what types of documents we are able to accept to notarize.

MOTION: It was moved by Trustee Baker and supported by Trustee Terry to approve the Notary Policy. Vote: 6-Yes, 0-No, 1-Absent (Vander Vries). Motion carried.. Motion carried.

E. Patron Behavior Policy

Library Director Klien said that presented in the Board Packet is an updated Patron Behavior Policy from the library attorney. She noted that the changes are additional language that has been highlighted in yellow. Klien reviewed the most significant changes:

We are requesting that petitioners stand 30 feet from the main entrance so they are not blocking the stairs or the ramp.

No overnight parking permitted in the library lot.

Portage District Library is a smoke-free campus.

Trustee Behr asked about bedbug monitoring in the library. Klien said that we receive quarterly monitoring visits from bedbug detecting dogs and we heat treat anything that they "alert" on. While it is difficult to know for certain where bedbugs might come from, it is included in the policy to fall back on if we were able to identify specific patrons through repeated incidents.

MOTION: It was moved by Trustee Whitlock and supported by Trustee Terry to approve the Patron Behavior Policy as presented. Vote: 6-Yes, 0-No, 1-Absent (Vander Vries). Motion carried.

VII. Library Director's Reports

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

Trustees who were unable to attend requested Board Retreat/KPL Tour highlights. Trustee Behr said that she found the passport office to be very interesting. She thought Director Michael Cockrell gave a great tour and look behind the scenes. He was very open when answering questions. Trustees had interesting discussions about cameras and security. Trustees requested that a letter be sent to thank Library Director Cockrell on their behalf.

Trustees asked what the status of installing security cameras at PDL might be and Klien responded that Admin is considering them for next year. Klien said that there are many factors to consider including cost and surveillance coverage for safety while respecting people's privacy. Board was supportive of moving forward and noted that as a safety deterrent it makes sense.

Library Director Klien said that she recently attended a training and they recommend doing a wellness survey. This will occur for PDL staff at the beginning of 2026. Working with Stefon Hemphill, the HR assistant. Klien said she is considering hiring an outside group to do a survey so that staff can feel confident that their comments are anonymous. There is a lot that's happened this year and we do not live in a vacuum.

MINUTES

VIII. Library Personnel

A. Personnel Committee's recommendation for Library Director's compensation in 2026 and Renewal of Library Director 5 Year Contract.

MOTION: It was moved by Trustee Behr and supported by Trustee Whitlock to move into a closed session at 6:35 PM. Vote: 6-Yes, 0-No, 1-Absent (Vander Vries). Motion carried.

MOTION: It was moved by Trustee Behr and supported by Trustee Baker to return to an open meeting at 7:03 PM. Vote: 6-Yes, 0-No, 1-Absent (Vander Vries). Motion carried.

The Library Board Personnel Committee recommended a Library Director salary of \$123,000 , a \$2,000 merit bonus , and a renewal of her 5 year contract.

MOTION: It was moved by Trustee Behr and supported by Trustee Whitlock to approve the Personnel Committees recommendation for Library Director's compensation in 2026. Vote: 6-Yes, 0-No, 1-Absent (Vander Vries). Motion carried.

IX. Process Evaluation

A. Suggestions for Agenda Items to be included on the January 2025 Board Meeting

1. Minutes of the Regular Meeting of December 16, 2024.
2. Review of Community Meeting Room Policy.
3. Review of Library Privacy & Search Warrant Policy.
4. Approval of Budget Amendment Request to Increase Expense Lines in the FY 2025 Budget to Offset Unpaid Encumbrances.
5. Approval of Budget Amendment Request to Adjust Reserve Accounts as Required.
6. Election of Library Board Officers for 2025 & Appointment of Library Board Personnel Committee, Board Liaison to the Friends of the Library, and Library Board Secretary for 2025.
7. Annual signing of "Conflict of Interest" Statements by trustees.
8. Discussion about guests to be invited to Library Board meetings in 2025.
9. Endorsement of Library Director's Personal Goals for 2025.
- 10.4th Quarter Financial Report for Fiscal Year 2024 & Comments on Year-End Results.
- 11.4th Quarter Strategic Plan Statistics
12. Monitoring Report on Executive Limitation: Global Executive Constraint.

B. Comments from public, board, and staff.

Trustee Behr attended the Human Library event and said she really enjoyed her conversation. She felt that PDL's execution of the Human Library program was successful and valuable. She would encourage the library staff to do it again if they are able.

Board Chair Vance concluded that the Library Board is really proud and grateful for the staff and all their hard work this year.

MINUTES

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 December 15, 2025.

DISPOSITION: The regular board meeting of December 15, 2025 was adjourned at 7:10 PM.

Recorded and Transcribed by,



Quyen Edwards
Library Board Secretary

Director's Report

January 2026

Adult Services

December is always a very busy month in the Makerspace. This year, STEAM Librarian [Jane Fleming](#) decided to focus on helping patrons with projects as opposed to programming for the month of December. We changed the schedule so that the room was double staffed, which was beneficial for both Staff and patrons.

On December 22nd, Adult Services Librarian, [Rachael Wiegmann](#), hosted Light Lunch and Literature. This book group usually meets on the last Monday of the month. For this month, we read the novella, Deal of a Lifetime, by Fredrik Backman. The participants enjoyed the novella, which produced a stimulating discussion about fate, psychological concerns, and death. We had twelve participants and two people on the waiting list. The lunch served for this month was burrata pasta prepared on the library's Charlie Cart.

Youth Services

Kids' Chop Club - December 10 – Youth Staff [Annette Wendt](#) with the help of Mary Breuer provided the final Kids' Chop Club. The students prepared a brownie and fruit trifle. Our next food programming begins in February and will be called Kids' Dip Club.

Outreach librarian [Andrea Smalley](#) and Youth Librarian [Emily Mingle](#) attended the Portage Public Schools Early Childhood Education Family night to meet families and share information about the library. There were 80 people in attendance who enjoyed library giveaways and talking with library staff.

During a Young 5's classroom visit, youth staff [Andrea Smalley](#) and [Emily Mingle](#) brought a rainbow of food to try during a healthy eating unit. Students were given a fruit and vegetable from each color in the rainbow. Favorites included beet chips, mango, and blueberries.

In addition to these two events, Youth Outreach Librarian [Andrea Smalley](#) participated in Haverhill Family Night, visited Adventures Learning Center, and hosted Community High Students as they recorded their poetry and music in the PDL studio.



Youth Staff [Olivia Pennebaker](#) and [Kristin McNeal](#) hosted Teen Candy Cottages, where teens built beautiful confectionary creations of questionable structural integrity.



Circulation & Technical Services

During the month of December, we had 745 students utilize their PASS cards. We sent 3,003 SMS messages regarding holds, bills, overdue materials, and membership renewals.

Personnel

The library accepted the resignation of [Rachel Jondle](#), Circulation Assistant, just a few weeks after her start date. She accepted full-time employment elsewhere and could no longer work at the library. The library hired [Lily Puckett](#) to fill that vacancy. Lily began on January 5, 2026. The library also accepted the resignation of [Rachel Stickney](#). Rachel has been a Circulation Assistant for over seven (7) years. She will be leaving for full-time employment.

[Jane Fleming](#) will be retiring in February and as result the library will be hiring a new Makerspace Coordinator. This position will now concentrate all its time on the Makerspace and report directly to the Library Director. That job has been posted and is expected to be filled in February.

[Rob Foti](#) and [Kathy Morris](#) are working with Paylocity (payroll provider), Employee Navigator (benefits portal), and Rose Street Advisors (benefits consultants) to integrate the payroll and benefits software to allow for seamless integration of changes in real-time or next day. Work is progressing to update all job descriptions, and the library is down to its last one. [Christy Klien](#) and [Rob Foti](#) are working with the library's part-time HR consultant to update a few employee handbook policies and begin looking at new policies that will need to be added in the upcoming years.

Information Technology

In December 2025, the IT Department completed its upgrade of SirsiDynix Enterprise, SirsiDynix SIP2 services and SirsiDynix WebServices. Due to careful planning and execution, the library experienced about 45 minutes after normal business hours and no other services were impacted. The upgrade went smoothly and minor changes were made immediately following the upgrade. Besides upgrading to the most recent generally available versions, the upgrade fixed a few software bugs.

Due to its redundant internet connection and failover design, the staff and public were not impacted during a recent 4-hour fiber outage with Spectrum fiber. Changes that were made had been tested but this was the first production/live event that tested these changes. Overall, the network responded as designed. The library still intends to deploy DMVPN as a best practice solution to fiber internet access failover.

The IT department is continuing its work on adding Microsoft Entra to Active Directory. This change will allow the library to change, monitor and upgrade endpoints both in-house and remotely. This change will extend its network management and services for staff connecting remotely. It will also help the library to use Microsoft Defender, Identity services for additional security layers and Intune services for patching, deployment, and application management.

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

Maintenance & Building Services

This month, facilities operations at the library have continued to run smoothly. Snow removal was managed efficiently with no disruptions to library services. Routine pest inspections were conducted as scheduled, with no significant issues identified. The HVAC system has been performing reliably throughout the month, maintaining a comfortable environment for patrons and staff. A plumbing issue in the women's restroom was addressed promptly by staff, minimizing any inconvenience. In addition, preliminary planning has begun for springtime garden work to ensure the grounds are well prepared for the upcoming season.

Spotlight On: IDEAS Committee

Our IDEAS Committee is our internal committee that works on aspects of inclusion, diversity, equity, accessibility, and sustainability for the library. We established this committee in 2023 and have been meeting monthly. During these meetings, we discuss opportunities that may arise for the library to better our interactions with the community.

Our biggest focus recently has been creating a more sustainable library. Internally, we have been composting our food scraps during the non-winter months. Staff have also been provided with reusable eating utensils to help reduce the amount of single-use plastic we are putting in the landfills.

Another large sustainability effort that we have been working on is the replacement of books. Last year, we were awarded money from the Friends of the Library to purchase a CoverOne machine. This machine allows us to repair books that we previously could not have repaired, especially those with large chunks of pages falling out. We have been keeping track of the price of each book that we have repaired. Since receiving the machine, we have saved over \$15,000 in material replacement costs. This has kept previously irreparable books out of landfills, and it has allowed us to allocate that money towards other library materials.

In addition to being sustainable, our staff has also taken many training courses on being more accessible and inclusive to all patrons of the library. These trainings have included aspects of neurodiversity accessibility, LGBTQIA+ inclusivity, unhoused training, and many more. Because of the trainings, we have made small accessibility updates, including having earplugs available at service desks for those with noise sensitivity and turning books on the lower shelves on their sides for better searchability.

Overall, our IDEAS committee is dedicated to making the Portage District Library a welcoming place for all members of the community.





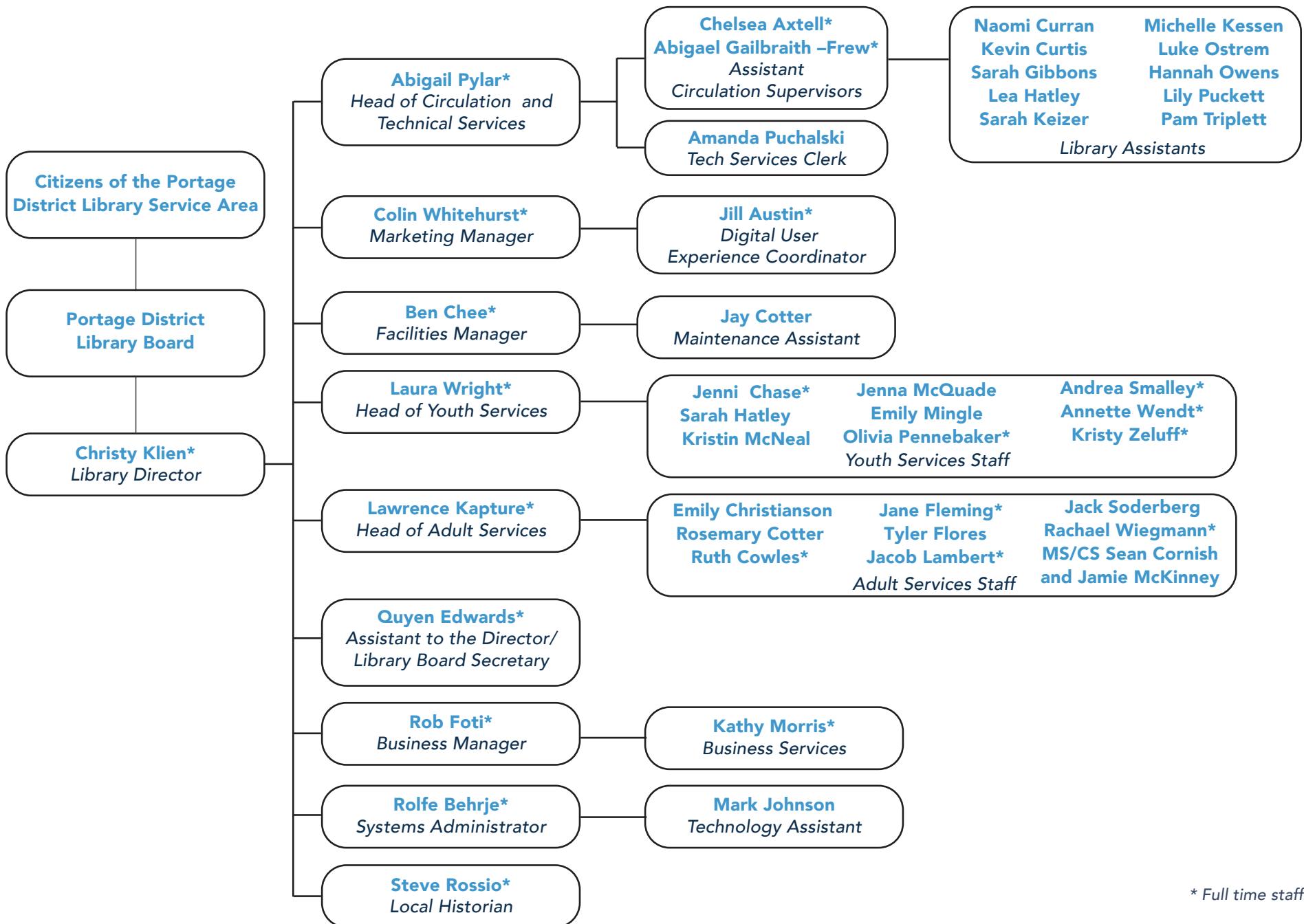
300 Library Lane
Portage, MI 49002
(269) 329-4544
(269) 324-9222 (Fax #)
www.portagelibrary.info

LIBRARY BOARD 2026 ROSTER

Reviewed: January 26, 2026

NAME	ADDRESS	CONTACTS	TERM EXPIRES
Ken Baker	2187 Austin Shores Ave. Portage, MI 49002	269-998-4395 kenbaker0425@aol.com	December 31, 2028
Michele Behr	6526 Robinswood Street Portage, MI 49024	(269) 365-0094 (Home) (269) 365-5387 (Cell) mdbehr@yahoo.com	December 31, 2028
Jeanne Friedman	3045 Kalorama Portage, Michigan 49024	(269) 323-8991 (Home) (269) 569-6777 (Cell) jfriedman@portageps.org	December 31, 2026
Cara Terry	9895 Fort Myers Parkway Portage, MI 49002	(269) 598-8878 carayterry@gmail.com	December 31, 2026
Tom Vance	7673 Moors Pointe Way Portage, MI 49024	269-251-2073 (Cell) 269-327-5463 (Home) prguy1955@gmail.com	December 31, 2028
Donna VanderVries	1225 Holiday Lane Portage, MI 49024	(616) 802-0044 (Cell #1) (231) 750-6750 (Cell #2) osulawyer@hotmail.com	December 31, 2026
Linda Whitlock	9706 Oakview Drive Portage, MI 49024	(269) 327-0583 (Home) (269) 370-4374 (Cell) whitkazoo52@gmail.com	December 31, 2028
Christy Klien (Library Director)			
(269) 585-8721 (Office #) (269) 216-1953 (Cell #)			
cklien@portagelibrary.info			
Quyen Edwards (Assistant to the Director & Library Board Secretary)			
(269) 585-8701 (Office #) (269) 455-9004 (Cell #)			
qedwards@portagelibrary.info			

Staff Organizational Chart



Memo

Budget Amendment Request to Increase Expense Lines in the FY 2026 Budget to Offset Unpaid Encumbrances

To: Portage District Library Board
From: Rob Foti, Business Manager
Date: January 21, 2026

Every year we recommend to the board increases in expense lines to offset approved previous year purchase orders that had not been fully paid. I recommend the following expense lines be increased to offset the associated expenses. The total is \$2,056,155.55.

Full-time Salary	40,000.00
Aides – Part-Time	5,500.00
Health Insurance	20,945.00
Supplies & Materials – Youth	1,700.00
Supplies & Materials – Outreach – Adult	16,000.00
Supplies & Materials – Outreach – Youth	2,776.00
Office Supplies	1,300.00
Copier Paper	1,000.00
ILL Supplies	1,500.00
Vending Supplies	1,750.00
Heritage Room Supplies	18,000.00
Computer Supplies	1,900.00
Postage & Freight	7,000.00
General Operating Supplies	20,163.95
Processing Supplies	5,069.20
Repair/Maintenance Supplies	19,500.00
Copy & Printing	869.00
Books-Teen	2,779.95
Books-Juvenile	5,927.06
Books – Preschool	4,991.09
Books-Heritage Room	3,500.00
Books-Early Reader	3,137.70
Books-Fiction-Adult	18,206.91
Books-Non-Fiction-Adult	7,494.35
Books-Non-Fiction – Juvenile	1,500.16
Books-Holds-Adult	916.92
Books-Graphic Novels-Juvenile	1,206.91
World Language	11,210.36
Sets & Kits - Juvenile	3,816.79
E-Books-Adult	41,487.79
Digital Collections – Hoopla	17,000.00
Circulating Wireless Hotspots	2,700.00
Videos-Adult	952.10
Videos-Teen	105.80
Videos-Juvenile	985.19
Video-Hot Picks	2,793.56
Talking Books-Adult	896.96
Talking Books-Teen	196.74
Talking Books-Juvenile	174.33
Talking Books-Easy	1,500.00
Library of Things	5,000.00
Licensed Databases	10,299.00

Gas & Electric	10,000.00
Library Grounds Maintenance	8,000.00
Snow Removal	3,700.00
Building Repair/Maintenance	34,500.00
Building Repair – Contracted Services	25,120.00
Building Repair -Projects	4,400.00
Office Equipment	655.16
Non-Capital Non-Furnishings	6,229.12
Capital Outlays	29,536.14
Financial Services	4,000.00
Payroll Services	8,000.00
Human Resources Services	74,790.00
Cataloging Services	44,000.00
Online Subscriptions	22,000.00
Online Maintenance	17,000.00
Other Administrative Services	4,700.00
Program-Adult-Unrestricted	24,456.44
Program-Youth-Unrestricted	5,915.00
Programming-Creations St/Maker Sp.	1,500.00
Programming-Summer Reading Youth	554.93
Dues & Memberships	17,000.00
Training/Educational/Mtg.	43,700.00
Director Training	5,000.00
Computer Maint. & Support – Makerspace	4,000.00
Computer Maint. & Support – Software	15,125.50
Computer Maint. & Support – Hardware	1,615.28
Technology Project-Capital	350,483.77
Capital Maintenance	543,470.00
Library Refurbishing Project	432,951.39
TOTAL	2,056,155.55

Financial Condition Report

December 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 \$9,209,712
Expenditures \$7,707,702

Fund	11/30/2025	Changes	12/31/2025
General Reserve (13%)	\$ 857,293	-	\$ 857,293
Building Reserve	50,000	-	50,000
Benefits Reserve	29,741	-	29,741
Technology Reserve	111,305	-	111,305
Patio Feasibility Reserve	4,700	-	4,700
Bldg. Improvement Reserve	731,419	-	731,419
Personal Property Tax Reserve	805,946	-	805,946
Library Endowments	95,766	-	95,766
Unassigned Fund Balance	7,470,529	-	7,470,529

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

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

Policy: 3. Use any long-term reserves.

Director's Response: No reserves have been used.

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

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

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

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

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

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

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

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

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 All checks received the appropriate amount of signatures.
Response:

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

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

Statistical Report

December 2025

	Month Statistics			YTD Statistics		
	Dec-25	Dec-24	CHANGE	2025	2024	CHANGE
Circulation/Collections						
Total Library Circulation	75,940	75,186	1.00%	981,915	924,784	6.18%
Adult - Books	15,334	15,954	-3.89%	198,821	199,996	-0.59%
Adult - A/V	2,840	2,882	-1.46%	35,065	39,324	-10.83%
Youth - Books	27,435	25,989	5.56%	374,577	366,171	2.30%
Youth - A/V	2,877	2,533	13.58%	34,567	34,766	-0.57%
Hot Picks	827	722	14.54%	8,236	8,353	-1.40%
E-Material	25,204	25,597	-1.54%	309,714	254,131	21.87%
ILL - PDL Requests	873	951	-8.20%	13,291	13,842	-3.98%
ILL - Other Lib. Requests	550	558	-1.43%	7,644	8,201	-6.79%
Self-Checkout Percentage	48.76%	48.38%		53.44%	51.82%	
Total Library Collection	176,706	179,497	-1.55%			
Adult - Books	71,233	71,926	-0.96%			
Adult - A/V	7,886	9,933	-20.61%			
Youth - Books	90,189	87,823	2.69%			
Youth - A/V	5,769	7,220	-20.10%			
Hot Picks	1,629	2,595	-37.23%			
Net Acquisitions	863	734	17.57%	12,773	6,018	112.25%
Purchased - Books	2,686	2,385	12.62%	30,172	24,156	24.90%
Purchased - A/V	106	163	-34.97%	1,619	1,748	-7.38%
Donated - Books	0	0	0.00%	10	5	100.00%
Donated - A/V	0	0	0.00%	6	4	50.00%
Material Discarded	(1,929)	(1,814)	-6.34%	(19,034)	(19,895)	4.33%
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	34,463	33,306	3.47%			
Adult	17,727	16,860	5.14%			
Youth	1,892	2,115	-10.54%			
Non-Resident	262	226	15.93%			
Reciprocal	3,946	3,360	17.44%			
Internet User	172	656	-73.78%			
PASS Users	10,404	10,029	3.74%			
Professional	60	60	0.00%			
Net Patrons	82	175	-53.14%	2,386	3,048	-21.72%
Adult	131	141	-7.09%	2,235	2,562	-12.76%
Youth	1	6	-83.33%	138	194	-28.87%
Non-Resident	3	6	-50.00%	45	52	-13.46%
Reciprocal	52	35	48.57%	855	798	7.14%
Internet User	0	34	-100.00%	75	555	-86.49%
PASS Users	23	27	-14.81%	1,131	1,239	-8.72%
Professional	3	0	100.00%	8	5	60.00%
Patrons Removed	(131)	(74)	-77.03%	(2,101)	(2,357)	10.86%

Statistical Report

	Month Statistics			YTD Statistics		
	Dec-25	Dec-24	CHANGE	2025	2024	CHANGE
Library Building Usage						
Total Meeting Room Usage	709	594	19.36%	10,114	9,466	6.85%
Internal/Collaboration	109	87	25.29%	1,475	1,475	0.00%
External/Outside Usage	600	507	18.34%	8,639	7,991	8.11%
Total Program Audience	2,049	1,669	22.77%	38,771	46,006	-15.73%
Adult	875	649	34.82%	14,116	15,306	-7.77%
Youth	1,139	970	17.42%	23,231	29,589	-21.49%
Heritage Room	35	50	-30.00%	1,424	1,111	28.17%
Total Number of Programs	74	70	5.71%	1,079	1,113	-3.05%
Adult	46	45	2.22%	622	576	7.99%
Youth	27	24	12.50%	430	515	-16.50%
Heritage Room	1	1	0.00%	27	22	22.73%
Total Volunteer Hours	134	186	-27.96%	2,168	2,401	-9.70%
Adult	45	61	-26.23%	713	727	-1.93%
Youth	28	39	-28.21%	656	709	-7.48%
Technical	11	6	83.33%	127	172	-26.16%
Circulation	18	46	-60.87%	305	414	-26.33%
Administration	32	32	0.00%	362	373	-2.95%
Community Service	0	2	-100.00%	5	6	-16.67%
Total Front Door Traffic	17,659	17,948	-1.61%	230,291	233,864	-1.53%
Total Youth Services Traffic	12,015	11,134	7.91%	168,319	165,081	1.96%
Total Business Center Traffic	0	0	0.00%	0	0	0.00%
Information Access/Reference/Research						
Total Reference Transactions	6,826	5,429	25.73%	94,869	75,953	24.90%
Adult Phone	561	532	5.45%	6,683	5,735	16.53%
Adult Ready Reference	833	1,412	-41.01%	18,688	17,149	8.97%
Adult Reference	134	182	-26.37%	2,398	2,299	4.31%
Youth Phone	100	74	35.14%	1,072	882	21.54%
Youth Ready Reference	2,003	2,024	-1.04%	33,114	32,975	0.42%
Youth Reference	207	241	-14.11%	4,051	5,847	-30.72%
HR Phone	16	18	-11.11%	248	179	38.55%
HR Ready Reference	223	129	72.87%	2,913	2,210	31.81%
HR Reference	12	6	100.00%	162	114	42.11%
Circ Phone	500	459	8.93%	6,020	4,679	28.66%
Circ Ready Reference	863	224	285.27%	5,924	1,877	215.61%
Circ Reference	1,374	128	973.44%	13,596	2,007	577.43%
Total Edutainment LAN Use	0	499	-100.00%	1,497	2,905	-48.47%
Total Internet Computer Use	1,486	1,377	7.92%	20,562	19,536	5.25%
Youth Computers	190	147	29.25%	2,726	2,102	29.69%
Adult Computers	1,293	1,226	5.46%	17,787	17,395	2.25%
Laptop Computer Circulated	3	4	-25.00%	49	39	25.64%
Total Electronic Transactions	68,430	39,745	72.17%	728,883	475,221	53.38%
WebSite Hits	57,643	29,823	93.28%	594,581	340,625	74.56%
WebCatalog Sessions	9,223	8,221	12.19%	115,144	114,423	0.63%
Licensed Database Hits	1,564	1,701	-8.05%	19,158	20,173	-5.03%

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

Christy Klien, Library Director

TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: 1/1/2026
SUBJECT: Library Statistical Report - Year End Comparison

Year-End Statistical Comparative Data										
	2000	2005	2010	2015	2020	2021	2022	2023	2024	2025
Circulation/Collections										
Total Library Circulation	363,221	581,305	816,199	813,347	551,581	585,070	750,687	882,568	924,784	981,915
Adult - Books	172,093	227,933	293,020	214,863	116,589	131,342	170,277	201,003	199,996	198,821
Adult - A/V		83,940	91,165	93,954	31,081	29,328	36,876	46,361	39,324	35,065
Youth - Books	129,105	183,218	253,304	286,327	165,455	195,048	286,824	355,859	366,171	374,577
Youth - A/V		79,854	108,533	51,752	16,904	16,605	37,540	35,708	34,766	34,567
Hot Picks			54,785	63,082	16,953	11,294	10,248	10,727	8,353	8,236
E-Materials				81,646	189,575	184,914	192,219	209,576	254,131	309,714
ILL - PDL Requests	1,615	1,893	7,438	12,101	7,202	8,217	8,468	12,408	13,842	13,291
ILL - Other Lib. Requests	2,397	4,467	7,954	9,622	7,822	8,322	8,235	10,926	8,201	7,644
Total Library Collection	138,915	182,168	179,934	205,673	189,671	181,899	180,672	178,793	179,497	179,497
Adult - Books		95,985	91,808	98,742	87,326	77,970	73,183	71,676	71,926	71,926
Adult - A/V		14,711	14,185	17,768	17,390	15,720	16,738	12,934	9,933	9,933
Youth - Books		62,661	57,726	72,037	71,438	75,825	79,625	83,904	87,823	87,823
Youth - A/V		8,811	12,434	12,504	9,387	8,720	8,264	7,612	7,220	7,220
Hot Picks			3,781	4,622	4,130	3,664	2,862	2,667	2,595	2,595
Net Acquisitions		9,291	(3,542)	3,183	747	(7,849)	(4,622)	744	6,018	12,773
Purchased - Books	18,425	15,816	20,367	17,899	15,844	17,100	17,794	20,186	24,156	30,172
Purchased - A/V		1,797	5,876	4,984	3,003	2,679	2,378	2,090	1,748	1,619
Donated - Books	942	428	89	32	13	-	-	3	5	10
Donated - A/V		204	36	26	7	-	-	1	4	6
Material Discarded		(8,954)	(29,910)	(19,758)	(18,120)	(27,628)	(24,794)	(21,536)	(19,895)	(19,034)
Total In-House Usage*		3,659	4,645	4,719	384	0	0	0	0	0
In-House Periodical Usage		457	651	756	42	0	0	0	0	0
In-House Book Usage		3,202	3,994	3,963	342	0	0	0	0	0
Patrons										
Total Patrons	36,169	43,377	47,337	51,629	50,392	38,738	37,287	33,182	33,306	34,463
Adult	25,287	25,603	28,495	34,520	27,462	19,973	18,548	16,144	16,860	17,727
Youth	6,861	9,352	8,990	7,849	6,257	3,863	4,061	2,560	2,115	1,892
Non-Resident		382	266	343	376	294	161	191	226	262
Reciprocal	4,021	5,844	6,277	5,565	6,393	3,762	3,809	3,018	3,360	3,946
Internet User		1,949	3,235	3,286	849	1,017	354	523	656	172
PASS Users					8,991	9,771	10,294	10,689	10,029	10,404
Professional		247	74	66	64	58	60	57	60	60
Net Patrons	4,353	5,529	4,455	3,599	10,133	(10,420)	3,408	(3,167)	3,048	2,386
Adult	2,390	2,757	2,379	1,828	906	864	3,717	2,551	2,562	2,235
Youth	1,293	1,265	470	506	221	153	847	211	194	138
Non-Resident	37	36	44	40	9	6	70	29	52	45
Reciprocal	633	827	747	521	209	146	387	690	798	855
Internet User	n/a	633	808	702	223	211	326	458	555	75
PASS Users					8,970	1,426	1,310	1,115	1,239	1,131
Professional	n/a	11	7	2	-	3	8	2	5	8
Patrons Removed					(405)	(13,229)	(3,257)	(8,223)	(2,357)	(2,101)

TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: 1/1/2026
SUBJECT: Library Statistical Report - Year End Comparison

	Year-End Statistical Comparative Data									
	2000	2005	2010	2015	2020	2021	2022	2023	2024	2025
Library Building Usage										
Total Meeting Room Usage	1,410	2,155	2,519	2,245	430	122	3,497	8,270	9,466	10,114
Internal/Collaboration	419	1,053	1,327	1,156	217	56	430	1,279	1,475	1,475
External/Outside Usage	991	1,102	1,192	1,089	213	66	3,067	6,991	7,991	8,639
Total Program Audience	12,863	25,747	26,047	27,857	28,665	15,527	14,642	31,091	46,006	38,771
Adult	1,449	2,453	3,969	3,295	2,473	2,307	3,557	6,655	15,306	14,116
Youth	11,414	21,242	19,832	21,542	25,996	13,220	10,820	22,399	29,589	23,231
Heritage Room		2,052	2,246	3,020	196	-	265	2,037	1,111	1,424
Total Number of Programs	475	584	524	432	292	567	900	1,113	1,079	
Adult		98	180	171	133	103	191	398	576	622
Youth		352	374	317	295	189	256	478	515	430
Heritage Room		25	30	36	4	-	120	24	22	27
Total Volunteer Hours	4,881	4,517	5,179	6,034	1,100	547	1,699	2,455	2,401	2,168
Adult		1,069	1,321	1,272	274	72	366	668	727	713
Youth		1,816	1,712	1,874	191	-	65	689	709	656
Technical		225	778	1,028	187	124	253	255	172	127
Circulation		744	374	1,421	284	71	690	435	414	305
Administration		10	378	329	121	280	279	380	373	362
Community Service		654	616	110	43	-	46	28	6	5
Total Front Door Traffic	385,250	775,364	729,622	188,771	84,618	161,436	235,184	233,864	230,291	
Total Youth Services Traffic	255,579	547,717	509,651	127,286	59,455	105,437	160,521	165,081	168,319	
Total Business Center Traffic	5,043	30,408	37,568	6,335	34	-	-	-	-	
Information Access/Reference/Research										
Total Reference Transact	47,796	89,769	97,140	98,618	85,666	80,909	61,162	76,690	75,953	94,869
Adult Phone		3,756	5,505	5,328	4,512	3,317	3,641	4,622	5,735	6,683
Adult Ready Reference		2,545	3,656	29,984	20,353	13,015	13,165	21,545	17,149	18,688
Adult Reference	33,785	32,915	34,653	1,926	1,774	1,202	1,551	2,085	2,299	2,398
Youth Phone		4,093	4,988	1,440	1,100	866	608	771	882	1,072
Youth Ready Reference	13,284	25,491	30,212	30,544	27,373	33,968	20,405	30,443	32,975	33,114
Youth Reference		4,114	2,038	6,072	3,536	3,207	3,195	5,024	5,847	4,051
HR Phone		268	213	151	95	124	122	123	179	248
HR Ready Reference		2,046	5,433	4,503	1,716	2,425	2,100	2,301	2,210	2,913
HR Reference	727	1,102	1,191	267	103	147	141	113	114	162
Circ Phone			3,902	8,140	9,160	8,354	3,988	3,231	4,679	6,020
Circ Ready Reference			2,649	6,814	14,120	8,820	5,450	3,439	1,877	5,924
Circ Reference			2,700	3,449	1,824	5,464	6,796	2,993	2,007	13,596
AnswerLine Phone		3,818								
AnswerLine Electronic		133								
AnswerLine Ready Ref		9,323								
AnswerLine Ref		165								
Total Edutainment LAN Use	2,379	4,595	5,681	966	-	1,164	2,884	2,905	1,497	
Total Internet Computer Use	15,967	57,896	74,298	40,551	10,219	7,190	11,452	17,243	19,536	20,562
Youth Computers		14,617	19,917	5,487	628	72	1,126	1,876	2,102	2,726
Adult Computers		43,279	51,721	34,100	9,497	7,113	10,312	15,335	17,395	17,787
Laptops Circulated			2,660	964	94	5	14	32	39	49
Total Electronic Transactions	2,525,904	515,787	578,814	580,092	472,946	625,480	703,358	475,221	728,883	
WebSite Hits		2,393,195	401,095	429,661	426,661	348,328	495,082	569,366	340,625	594,581
WebCatalog Sessions		62,788	60,485	101,240	118,944	99,217	108,888	111,368	114,423	115,144
Licensed Database Hits		69,921	53,909	47,913	34,487	25,401	21,510	22,624	20,173	19,158

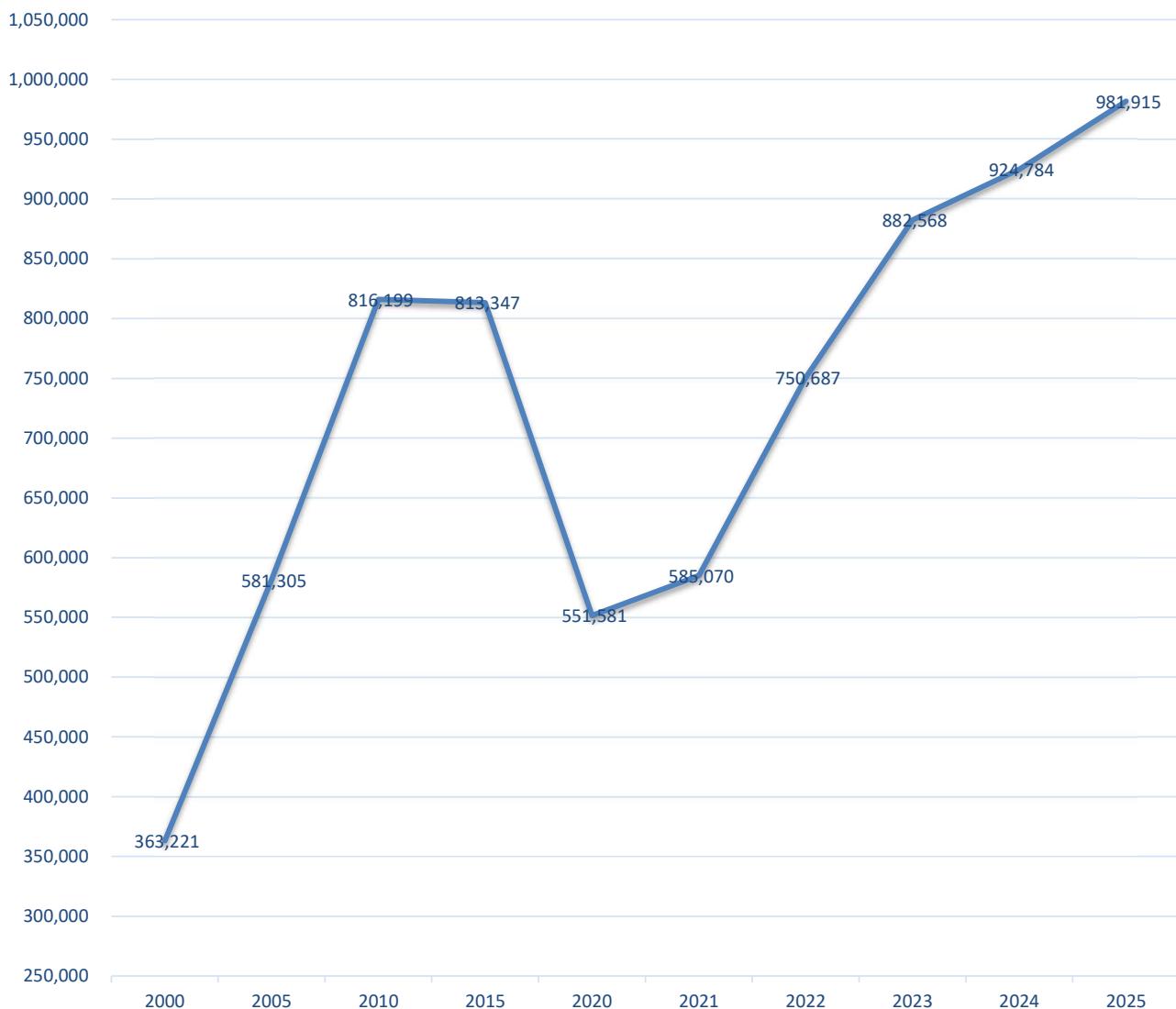
TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: 1/1/2026
SUBJECT: Library Statistical Report - Year End Comparison

Year-End Statistical Comparative Data										
	2000	2005	2010	2015	2020	2021	2022	2023	2024	2025
Alternate Circulation View										
Circulation Data										
Books	305,210	417,511	561,716	522,913	297,068	342,929	473,804	580,196	588,210	594,333
A/V	-	163,794	254,483	208,788	64,938	57,227	84,664	92,796	82,443	77,868
E-Materials	-	-	-	81,646	189,575	184,914	192,219	209,576	254,131	309,714
Total Item Checkouts (Physical Only)										
Total Item Checkouts	305,210	581,305	816,199	731,701	362,006	400,156	558,468	672,992	670,653	672,201
Self Checkouts	-	-	309,711	428,803	178,956	203,732	288,154	339,478	336,104	348,026
Staff-Assisted Checkouts	305,210	581,305	506,488	302,898	183,050	196,424	270,314	333,514	334,549	324,175
Total Item Checkins (Physical Only)										
Total Item Checkins	305,210	581,305	816,199	731,701	362,006	400,156	558,468	672,992	670,653	672,201
Automated Checkins	-	-	-	281,175	83,213	-	500	302,846	301,794	302,490
Staff-Assisted Checkins	305,210	581,305	816,199	450,526	278,793	400,156	557,968	370,146	368,859	369,711
Total Staff-Assisted Transactio	610,420	1,162,610	1,322,687	753,424	461,843	596,580	828,282	703,660	703,408	693,886
Total Automated Transaction	-	-	309,711	709,978	262,169	203,732	288,654	642,324	637,898	650,516

TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: 1/1/2026
SUBJECT: Library Statistical Report - Year End Comparison

Year-End Statistical Comparative Data									
2000	2005	2010	2015	2020	2021	2022	2023	2024	2025

Annual Circulation for PDL

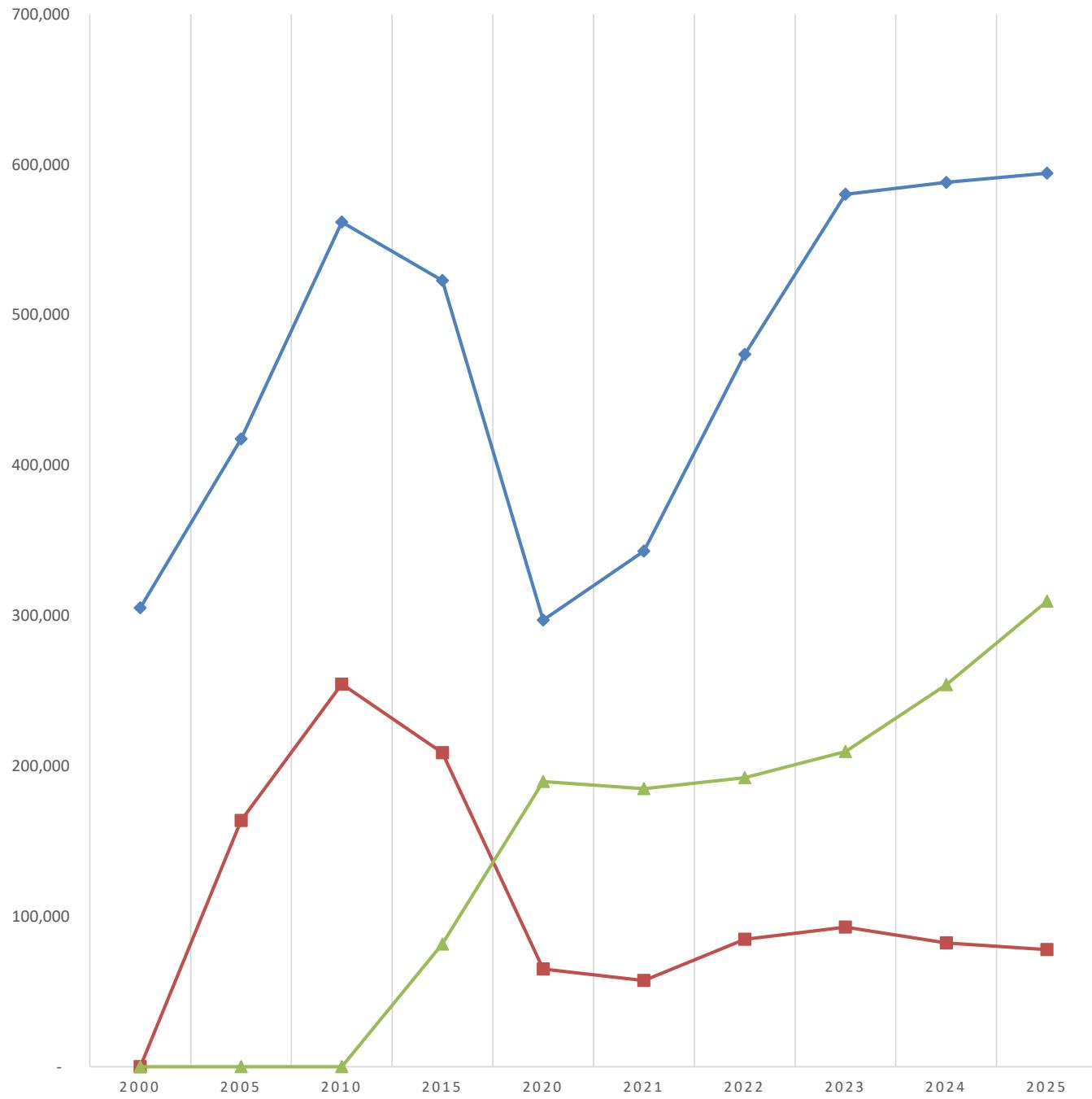


TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: 1/1/2026
SUBJECT: Library Statistical Report - Year End Comparison

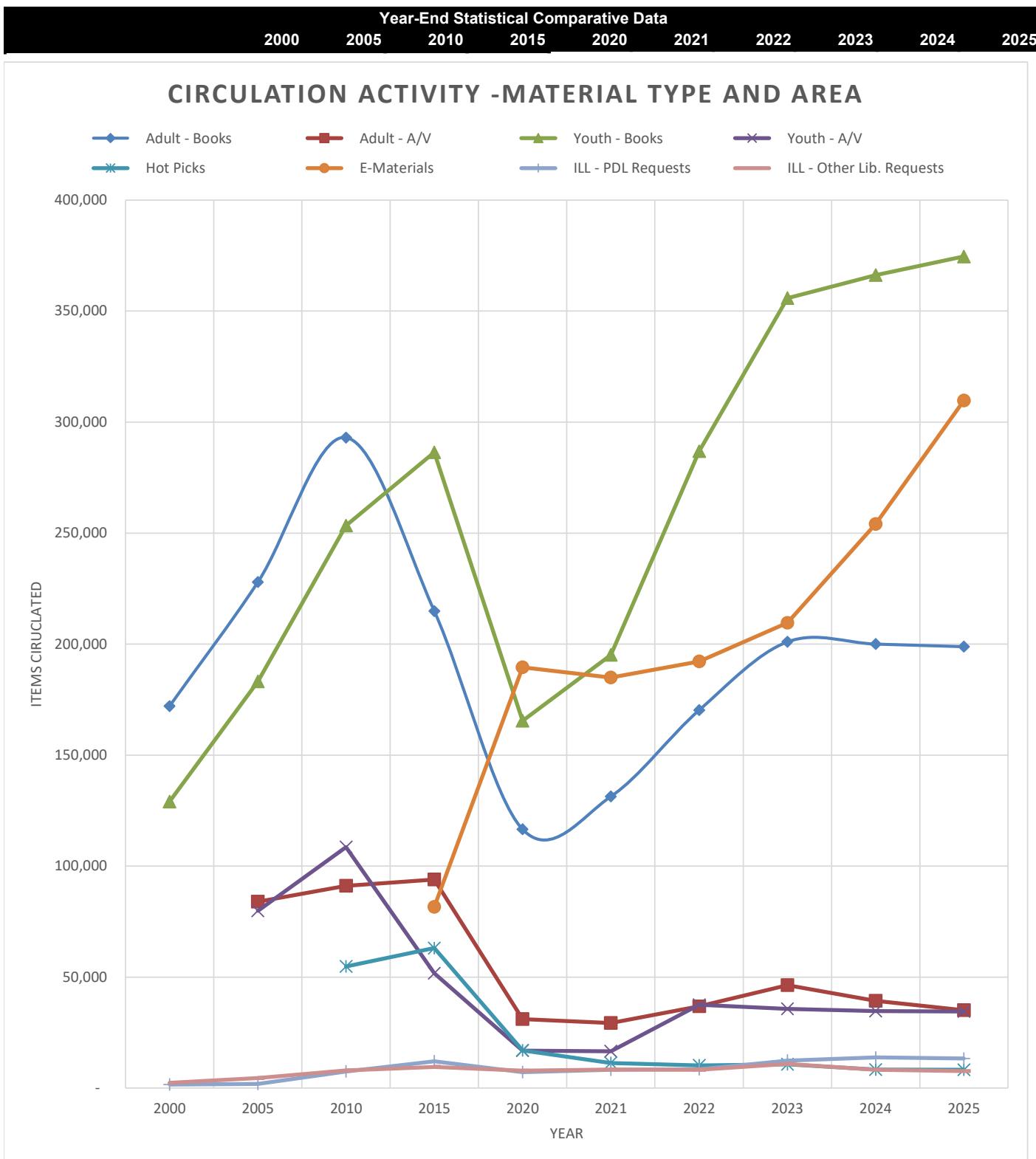
Year-End Statistical Comparative Data
2000 2005 2010 2015 2020 2021 2022 2023 2024 2025

CIRCULATION ACTIVITY - MATERIAL TYPE

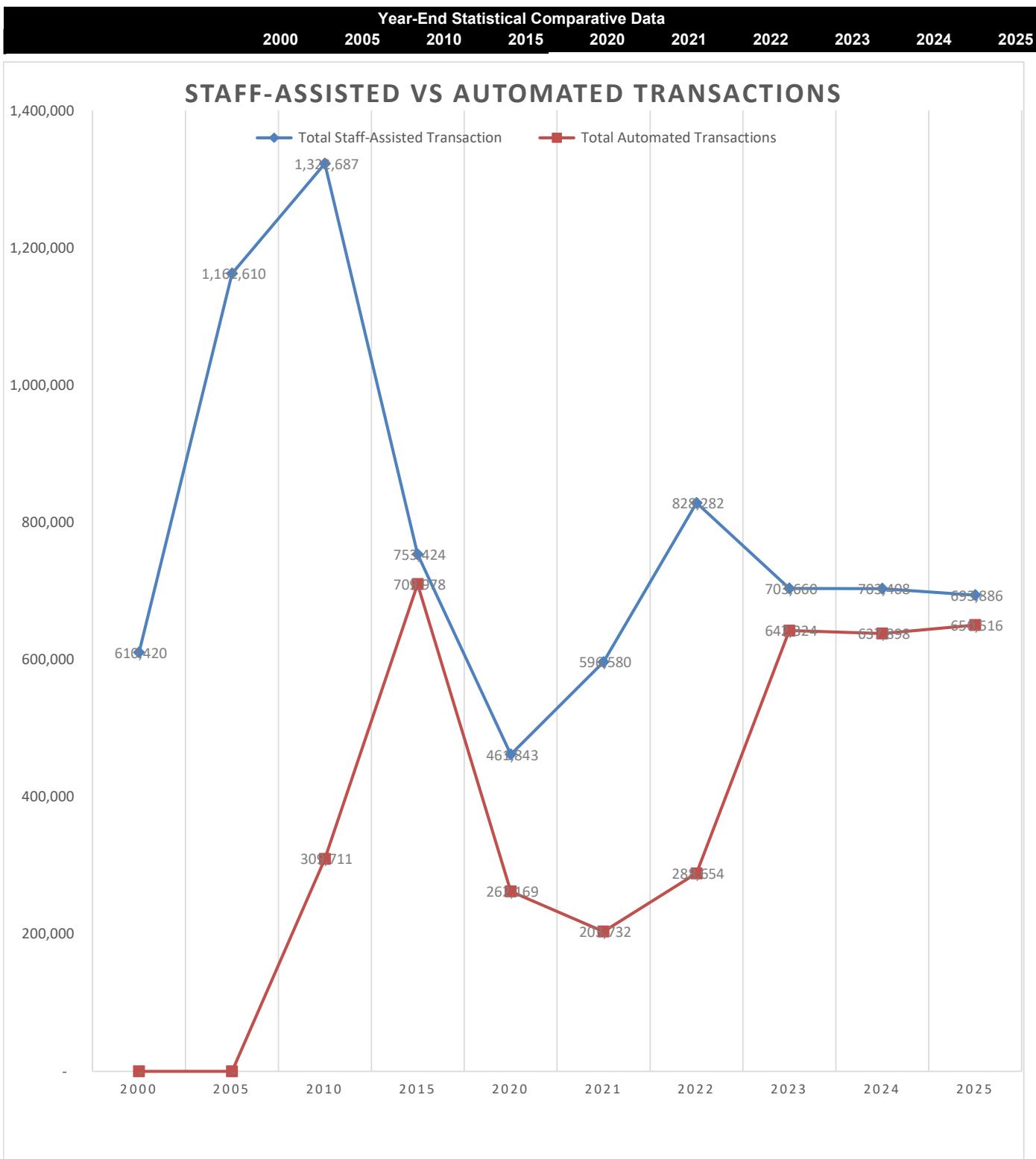
Books A/V E-Materials



TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: 1/1/2026
SUBJECT: Library Statistical Report - Year End Comparison



TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: 1/1/2026
SUBJECT: Library Statistical Report - Year End Comparison



PDL Events

February 2026

Baby/Toddler Storytime

Monday, February 2nd

9:30 AM & 10:30 AM

Kalamazoo County Historical Society

Monday, February 2nd

7:00 PM - 8:30 PM

Family Storytime

Tuesday, February 3rd

9:30 AM & 10:30 AM

Tinker and Think

Can you create a 3D design?

Tuesday, February 3rd

4:30 PM - 5:30 PM

The Medieval Longsword

with swordsman, Jerry Berg

Tuesday, February 3rd

6:00 PM - 7:30 PM

Baby/Toddler Storytime

Wednesday, February 4th

9:30 AM & 10:30 AM

Immaculate Snacks & Gaming

Wednesday, February 4th

3:30 PM - 4:30 PM

The Hidden Messages in Quilts

with local quilter, Pam Chapman

Wednesday, February 4th

6:00 PM - 7:00 PM

Middle Grade Book Club

4th-6th Grade

Wednesday, February 4th

6:00 PM - 7:00 PM

Muffins and the Market

An investment discussion group

Thursday, February 5th

9:00 AM - 10:00 AM

Bedtime Storytime

Thursday, February 5th

6:30 PM - 7:00 PM

Friends of the Library

Members Only Book Sale

Friday, February 6

4:00 PM - 5:30 PM

Friends of the Library

Book Sale

Saturday, February 7th

9:00 AM - 3:00 PM

Baby/Toddler Storytime

Monday, February 9th

9:30 AM & 10:30 AM

Kalamazoo County ID Program

Mobile Unit Event

Monday, February 9th

3:00 PM - 5:00 PM

Move & Groove Storytime

Tuesday, February 10th

9:30 AM - 10:00 AM

Speed Gaming

So Many Games, So Little Time

Tuesday, February 10th

6:00 PM - 8:00 PM

Laser Engraved Bracelet

Personalize for yourself

or someone else

Tuesday, February 10th

6:30 PM - 8:00 PM

Teen Advisory Group

Tuesday, February 10th

6:30 PM - 7:30 PM

Baby/Toddler Storytime

Wednesday, February 11th

9:30 AM & 10:30 AM

Kids' Dip Club

3rd - 5th Grade

Wednesday, February 11th

4:30 PM - 5:30 PM

Molecules: Portrait of a Community

An All-Ages Community Art Project

Thursday, February 12th

3:00 PM - 6:00 PM

Yoga with Apral

A gentle approach

Thursday, February 12th

4:00 PM - 5:00 PM

Bedtime Storytime

Thursday, February 12th

6:30 PM - 7:00 PM

Documentary and Donuts

Transition

Friday, February 13th

10:00 AM - 1:00 PM

Mad Hatter's Tea Party

Fun for Elementary Kids and their

Adults

Friday, February 13th

2:00 PM - 3:30 PM

Baby/Toddler Storytime

Monday, February 16th

9:30AM & 10:30 AM

Elementary Maker Minute - Arts and Crafts Buffet

For K-5th graders and their favorite adults

Monday, February 16th

4:00 PM - 5:30 PM

Kalamazoo Valley Genealogical Society

General Meeting & Program

Monday, February 16th

7:00 PM - 8:30 PM

Family Storytime

Tuesday, February 17th

9:30AM & 10:30am

Purl for Portage

A Yarn Arts Club

Tuesday, February 17th

6:00 PM - 8:00 PM

Plots and Pages

A Local Writers' Group
Tuesday, February 17th
6:00 PM - 8:00 PM

Teen LGBTQ+ Meet-Up

Tuesday, February 17th
6:30 PM - 8:00 PM

Baby/Toddler Storytime

Wednesday, February 18th
9:30 AM & 10:30 AM

Keva Planks Challenge

See what you can build!
Wednesday, February 18th
4:30 PM - 5:30 PM

Ejë-bajowdowat

Where They "Portage"
Wednesday, February 18th
6:00 PM - 7:00 PM

Muffins and the Market

An investment discussion group.
Thursday, February 19th
9:00 AM - 10:00 AM

Drop-In Genealogy Help

Solve your Genealogy Roadblocks
Thursday, February 19th
10:00 AM - 12:00 PM

Molecules: Portrait of a Community

An All-Ages Community Art Project
Thursday, February 19th
3:00 PM - 6:00 PM

Bedtime Storytime

Thursday, February 19th
6:30 PM - 7:00 PM

International Mystery Book Discussion

"Death on the Nile,"
by Agatha Christie
Thursday, February 19th
7:00 PM - 8:00 PM

Lunar New Year

Celebration for Families
Presented by the Haenicke
Institute for Global Education
Friday, February 20th
4:00 PM - 5:00 PM

Kalamazoo Macintosh Users' Group

Saturday, February 21st
9:00 AM - 12:00 PM

Educate and Caffeinate

A History of Coffee with Samples
Saturday, February 21st
10:30 AM - 12:00 PM

Baby/Toddler Storytime

Monday, February 23rd
9:30AM & 10:30 AM

Light Lunch and Literature

"Sula," by Toni Morrison
Monday, February 23rd
12:00 PM - 1:00 PM

Family Storytime

Tuesday, February 24th
9:30AM & 10:30 AM

Preschool STEM Event

Tuesday, February 24th
6:00 PM - 7:00pm

Book Bag Painting

Learn with our Maker-in-Residence
Tuesday, February 24th
6:00 PM - 8:00 PM

Toddler Playtime

Wednesday, February 25th
9:30Am & 10:30 AM

Kalamazoo Area Wild Ones

What Does It Mean to be Rare?
Wednesday, February 25th
6:30 PM - 8:00 PM

Molecules: Portrait of a

Community
An All-Ages Community Art Project
Thursday, February 26th
3:00 PM - 6:00 PM

Yoga with Apral

A gentle approach
Thursday, February 26th
4:00 PM - 5:00 PM

Bedtime Storytime

Thursday, February 26th
6:30 PM - 7:00 PM

Hot Wheels Fun

Kids and their adults
welcome to play
Friday, February 27th
9:00 AM - 5:00 PM

Hot Wheels Fun

Kids and their adults
welcome to play
Saturday, February 28th
9:00 AM - 4:00 PM

Saturday Sound Immersion

Saturday, February 28th
10:30 AM - 11:30 AM

MLA ADVOCACY NEWS

December 2025

More Than 4,300 Michiganders Join MLA to Defend the Freedom to Read- November 20, 2025

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

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

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

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

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

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

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

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

MLA ADVOCACY NEWS

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

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

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

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

Michigan's Trial Court Funding Recommendations Threaten Vital Support Earmarked for Libraries- December 18, 2025

Dillon Geshel, Interim Executive Director

In 2017, the Michigan Legislature created the Trial Court Funding Commission, which spent several years developing recommendations to help stabilize the court's funding system. In 2023, the Michigan Judicial Council formed the Alternative Funding for Trial Courts Workgroup (AFTCW) to review those recommendations and develop a plan for implementation. Why is this of interest to libraries? A familiar funding source for libraries, penal and civil fines, is at risk of capture under the workgroup's recommendations. The workgroup's final concept paper proposes that all revenue from penal fines and civil infractions is redirected to trial courts, which would have a disastrous impact on Michigan's public libraries.

Why Penal and Civil Fines Matter to Michigan Libraries

Since 1835, the people of the State of Michigan constitutionally mandated that penal fines be allocated to libraries. Article VIII, section 9 of the Michigan Constitution states:

All fines assessed and collected in the several counties, townships and cities for any breach of the penal laws shall be exclusively applied to the support of such public libraries, and county law libraries as provided by law.

Further, MCL 600.8831 provides that non-criminal-code fines – levied for violations of certain state laws – are designated as civil infractions that also go to public libraries. These include most traffic fines. Penal and civil fines provide nearly as much support for public libraries as the Michigan legislature does annually.

MLA ADVOCACY NEWS

What Libraries Stand to Lose

At the Michigan Library Association, we are deeply concerned about the negative impact that the implementation recommendations would have on public libraries. The Library of Michigan reported that total penal fines distributed to libraries in 2024 amounted to approximately \$16.8 million. In many libraries — particularly smaller and rural systems — penal fines make up a higher share of operating budgets. Changes to the flow of penal fines and civil-infraction revenues would disproportionately affect these small, rural, and underfunded libraries.

MLA Responds

Over the summer, MLA and the Library of Michigan formally responded to the recommendations in separate letters to the workgroup. MLA requested that the workgroup seek other funding options that do not include capturing penal and civil fines already earmarked for libraries. While we sympathize with the need to address challenges with trial court funding, we shared with the workgroup that siphoning those revenues away from libraries creates yet another funding crisis.

Last month, Michigan's House and Senate Judiciary Committees held a joint hearing to learn more about the recommendations in a presentation from the AFTC Workgroup Chair. MLA submitted a card of opposition at the hearing, indicating our disagreement with the workgroup's recommendations. Several other organizations submitted letters expressing similar concerns, including the Michigan Association of Counties, the Michigan Municipal League, the Michigan Townships Association, the Michigan Association of Chiefs of Police, and the Michigan Sheriffs' Association, among others. In a follow-up communication to all House and Senate Judiciary members, MLA expressed deep concern for a model that captures penal and civil fines without a plan for replacement funding that keeps libraries whole.

Connecting with your Legislators on the Issue

Behind the scenes, MLA is monitoring the proposals and engaging with legislators and stakeholders to protect this vital library funding from capture. In conversations with your local representatives and senators, it's important to share information with them about the recommendations and the constitutional and statutory protections that ensure these dollars support meaningful work in public libraries. Considering this funding threat, legislators and stakeholders need to know that libraries are essential to Michigan residents and communities. Remind them that your libraries provide access to early-literacy programs, digital resources, broadband and technology, workforce and small-business assistance, after-school learning, and trusted support in navigating government and health information. For many residents, public libraries are the only place they can freely access those services. Redirecting these funds without a plan for stable replacement revenue would severely undermine the ability of public libraries to deliver these critical services and would harm the individuals and communities who rely on them most. As this issue develops, MLA will continue to share information and guidance on next steps. If you have questions about trial court funding reform and how the current proposals would impact libraries, please don't hesitate to reach out.

MLA ADVOCACY NEWS

Last Friday, MLA was feeling like the holidays came a bit early, and as the Grinch would say "It came without ribbons. It came without tags. It came without packages, boxes, or bags." MLA leadership felt a small spark of hope, a tiny flicker of optimism, despite the things we have no control over. And that optimism was rewarded on Friday, December 13 around 7:30 PM when the democratic House Members voted unanimously to move the Freedom to Read bills to the Senate.

Remembering Randy Riley - January 6, 2026

The Michigan Library Association mourns the loss of Randy Riley and expresses our deepest sympathies to his family and friends, the Library of Michigan team, and the hundreds of colleagues and friends across Michigan's library community.

As Michigan's State Librarian since 2014, Randy's passion, character, and commitment to the betterment of libraries were always evident in his work. Today, MLA honors the life and legacy of our friend and library champion, Randy.

Randy Riley speaking at podiumRandy brought a calm and thoughtful approach to his work that resonated with peers and colleagues across library types, associations, and organizations. His contributions and collaboration with so many of us have made for a stronger Michigan library community. As an ex officio member of the MLA Board of Directors during his tenure as State Librarian, Randy's voice and institutional knowledge were instrumental in helping MLA envision what's possible and how to achieve it in service to all Michigan libraries.

When MLA needed Randy's expertise on an issue, he was always there for us. Whether he was on the other end of a phone call or presenting to MLA members online, Randy was quick and eager to commit his time to education and development in the Michigan library community. During a period of significant challenge for libraries over the last several years, Randy's stable and steadfast leadership will be remembered by many.

The impact of losing Randy feels, in many ways, incalculable. His leadership, integrity, and presence shaped Michigan's library community in ways that will continue beyond his tenure. While we grieve Randy's absence, we know his example will continue to guide the work of Michigan libraries. At MLA, as we reflect on Randy's enduring contributions, we send our condolences to his family during this difficult time.

Please visit the Library of Michigan Foundation website to share memories of Randy with his family and his Library of Michigan team. The family requests that, in lieu of flowers, those interested may make contributions to the Randy Riley Memorial Fund through the Library of Michigan Foundation.

Community Meeting Rooms Policy

The mission of the Portage District Library ("Library") is to provide quality Library services that support the cultural, educational and informational needs and interests of the community. In keeping with this mission, the Library provides community meeting rooms for Library programs as well as Library business meetings. When the community meeting rooms are not scheduled for Library- sponsored or co-sponsored events, they may be used by the public within the parameters set by the Policy. The community meeting rooms are intended to host organized meetings and are not available for private, party-type functions such as birthday parties and showers. The restrictions of this Policy regarding Application and Scheduling do not apply to Library- sponsored or co-sponsored events. The regulations in the policy apply to all community meeting rooms unless otherwise specified.

I. Reserving, Scheduling and Rental Charges of the Library's Community Meeting Rooms:

- A.** Community meeting rooms may be reserved by any person, group or organization.
- B.** Library use of community meeting rooms takes precedence over all other uses. If the Library should find it necessary to cancel a scheduled activity in a community meeting room, then the Library Staff person in charge of room reservations will notify the User that booked that room that other arrangements must be made. A full refund of the room fee will be issued to the User. The Library shall not be responsible for any loss, damage or other claim based on the cancellation.
- C.** Reservation Process.
 - 1.** Any person 18 years or older may request to reserve the community meeting rooms by contacting our Meeting Room Coordinator. If the person is requesting the room for a corporation or organization, that person must have authority to do so.
 - 2.** If you need to cancel the reservation, the User must provide the Library 24 hours' notice.
 - 3.** At the time of room use, the User must sign a community meeting room Application that includes Waiver of Liability prepared by the Library. The Library is released and held harmless from any and all claims for personal injury, property damage or other claims as a result of the use or application to use the community meeting room.
 - 4.** Users shall not promote that the event or meeting is at the Library until the Library confirms the reservation is accepted. The Library shall not be used as the address, information contact source, or headquarters for Users using the Library community meeting rooms.
 - 5.** Reservations may not be transferred to other Users.
- D.** Any use of the community meetings rooms is not sponsored by the Portage District Library unless sponsorship is expressly approved in writing by the Portage District Library. Groups shall not cause a probability of confusion or misunderstanding as to sponsorship of their use of the community meeting rooms by the Portage District Library. Use of facilities does not imply Portage District Library endorsement of the group or ideas presented at the meeting. A written disclosure is required in all advertising from outside groups that use advertising to promote their meeting. A verbal disclosure is required for all others. The following statement is required: **"This program is neither sponsored nor endorsed by the Portage District Library."** Use of the Portage District Library logo on advertising by outside groups is prohibited.

E. Rooms are to be booked on a first-come, first-served basis in two-hour blocks of time, and may be reserved a maximum of two months in advance. A community meeting room rental charge shall be required as set forth below and the fee is based on a two-tier system. Room access will be denied if payment of the rental charge is not received prior to the start of the rental period. Exceptions to these community meeting room rental charges may only be granted by the Library Director. Prices effective April 1, 2024.

Meeting Room	Tier 1	Tier 2
Austin Lake Room	\$45.00	\$85.00
Sugarloaf Lake Room	\$35.00	\$75.00
West Lake Room	\$30.00	\$65.00
Long Lake Room	\$35.00	\$75.00

Meeting Room Combinations	Tier 1	Tier 2
Austin + Long + Sugarloaf + West Lake Rooms	\$140.00	\$300.00
Austin + Sugarloaf + West Lake Rooms	\$105.00	\$225.00
Austin + Long + Sugarloaf Lake Rooms	\$110.00	\$235.00
Austin + Sugarloaf Lake Rooms	\$75.00	\$160.00
Austin + Long Lake Rooms	\$65.00	\$140.00
Sugarloaf + West Lake Rooms	\$75.00	\$160.00

II. The two-tier system is as follows:

Tier 1: Residents of the Portage District Library service area, resident business members, and paying non-resident library card members. Groups wishing to take advantage of the Tier 1 rate must have an active Resident or Paying Non- Resident Portage District Library card.

Tier 2: An individual or group who resides outside of the Portage District Library service area.

- A.** Set-up and tear-down of a community meeting room is the responsibility of the User. Chairs and tables are provided at no additional charge. Any time spent prior to, or after the reserved time, may result in an additional charge of one or more two-hour blocks of time. At the conclusion of a meeting, the room should be left in the same condition as it was found or an additional fee will be assessed equal to a minimum of one two-hour block of time for clean-up.
- B.** Any damage done, whether accidental or due to negligence, including the need for special cleaning, will result in the billing of the User for the actual cost of the cleaning, repair, and or replacement of the damaged article(s).

C. Users must be completely out of their community meeting room one-half hour prior to the Library's closing time. If a User remains past the Library's posted hours of operation, an additional fee of (\$100.00) one hundred dollars may be charged to the User. Users must be out of the rooms by:

8:30 PM : Monday - Thursday | 5:30 PM - Friday | 4:30 PM - Saturday

Note: Meeting rooms are not rented on Sunday.

Use of the Library's community meeting rooms is not permitted before or after Library hours or when the Library is closed.

D. The following items may be available on request:

- Media Cart with large screen TV (HDMI hookup and webcam)
- Portable Sound System with 2 wireless lapel microphones
- BluRay/DVD player
- Computer projector
- Dry erase board with dry erase markers.

All equipment must be requested at least forty-eight (48) hours prior to room use.

It is the responsibility of the organization using the room to make sure that their equipment is compatible with the Portage District Library's technology. Meeting Room Users are encouraged to contact the Meeting Room Coordinator at least forty-eight (48) hours prior to room use to test and/or review connectivity.

III. Rules and Regulations Regarding Community Meeting Rooms:

A. Food and drink are permitted but must remain within the User's rented room. Coffee pots are available, however the Library does not supply coffee, cream, sugar, serving ware, etc. As per fire codes, no open flames of any kind are allowed within the Portage District Library.

NO ALCOHOLIC BEVERAGES ARE ALLOWED ON LIBRARY PREMISES EXCEPT FOR LIBRARY SPECIAL EVENTS - WITH THE APPROVAL OF THE PORTAGE DISTRICT LIBRARY.

B. No tobacco or vaping use is allowed inside the Library.

C. The community meeting rooms are used for multiple purposes and therefore nothing may be permanently affixed to the walls.

D. The community meeting rooms shall not be used for any unlawful purposes, and anyone using the meeting rooms will abide by all Library policies, rules and regulations.

E. The Library is not responsible for loss or damage to exhibits left in the community meeting rooms or for the personal property of those attending the meetings.

F. In accordance with the Elliot-Larsen Civil Rights Act, the Library, as a tax supported facility, may be used only by those groups whose membership is open to all people without discrimination because of religion, race, color, national origin, age, sex, height, weight, familial status or marital status.

G. Users shall not sell tickets, raffles or any objects or solicit contributions from persons located anywhere in the Library or on Library property. Users shall not use the community meeting room for fundraising, commercial purposes, or selling goods or services. The exception to this rule is for the following:

1. The sale of books, CDs and other items by authors or artists and Library sponsored or co-sponsored events;
2. Events for which the proceeds are used for Library programs or for the benefit of the Library, provided that the Library accepts the donated proceeds. However, the User must be authorized by law to conduct the fundraising or solicitation.

H. Users of the community meeting room must be under adequate supervision by adults 18 years of age or older. The reservation form requires the listing of an adult who will be in charge of the group, and financially responsible for any damages if they occur. This listed adult must be on site during the reserved meeting time. In addition, there must be one adult supervisor for every twenty (20) minors. This ratio may be altered by the Library Director depending on the age of the minors.

I. Users making excessive noise that disrupts normal Library functions or other patrons' use of the Library may be asked to leave. This includes conducting the meeting or any part of the meeting outside of the community meeting rooms.

J. Users shall permit no more persons than is stated by occupancy requirements.

K. The Library staff may attend or observe any event or activity in the community meeting room.

IV. Violation and Appeal Section:

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

A. Incident Reports:

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

B. Violation of the Policy – Suspension of Privileges:

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

1. Initial Violation:

Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, the police may be called.

2. Subsequent Violations:

The Director or the Director's authorized designee may further limit or revoke the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

C. Violations that Affect Safety and Security:

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

1. Initial Violation:

The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate one (1) month suspension of Library privileges. The Incident Report shall specify the nature of the violation.

2. Subsequent Violations:

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

D. Reinstatement:

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

E. Damages:

If the User violates the Policy by causing damage to Library property, the User shall be assessed the actual costs.

F. Right of Appeal:

Users may appeal a decision in writing to the Library Director within ten (10) business days of the date of the letter stating why Library privileges should be restored. The Library Director or a designee will respond to the appeal in writing within ten (10) business days of the date the appeal was received. Any person may appeal the Library Director's decision by sending an appeal in writing to the President of the Library Board within 10 business days. The decision of the Library Board is final.

Monitoring Report on Executive Limitation Policy: Global Executive Constraint

January 26th, 2026

POLICY: The Library Director shall not cause or allow any practice, activity, decision, or organizational circumstance, which is either unlawful, imprudent or in violation of commonly accepted business and professional ethics.

RESPONSE: The Library Director has not caused or allowed any practice, activity, decision, or organizational circumstance to occur which is either unlawful, imprudent or in violation of commonly accepted business and professional ethics. Supporting evidence to substantiate this statement is available in the Library Office, and the following list outlines the ways in which the Library Director maintains compliance with the Global Executive Constraint Policy:

Controls in Place

District Library Law

Evidence of Compliance

The library is in compliance with all aspects of the District Library Law, including:

- Powers of the Board are well defined and followed.
- Limitations on borrowing money and issuing bonds are followed.
- Limitations on issuance of limited tax bonds or notes are followed.
- All procedures for millage authorization and tax levy are followed and public notices posted as required by law.
- All legal requirements pertaining to real property, personal property, intangible property, and employee benefits are met.
- All election requirements are met within the timeframe specified.

State Library Requirements

The library is fulfilling all requirements for a Class VI public library as determined by the Library of Michigan, including:

- Filing an annual state-aid report by February 1st each year.
- Maintaining library standards as they pertain to collections and professionally certified staff.
- Maintaining compliance with state and federal regulations, such as:

✓ Library Bill of Rights	✓ Patriot Act	✓ Michigan Freedom of Information Act
✓ Library Privacy & Search Warrant Act	✓ Right to Read	✓ Michigan Open Meetings Act
	✓ Right to View	

Controls in Place

Federal and State Laws And City of Portage Ordinances

Library Board Policies

Administrative Procedures

Evidence of Compliance

The library is in compliance with all federal and state laws and City of Portage ordinances. Examples of this are:

- Federal and state financial laws – all required reports filed.
- Federal and state employment laws – all personnel rules followed.
- City of Portage ordinances such as: parking and traffic, leaf removal, disposal of waste, outdoor signage, flag display, etc.

All Library Board policies are reviewed on an annual basis, and library staff and patrons are made aware of board policies.

- Board meetings, agenda planning sessions and other board gatherings are posted & comply with Michigan Open Meetings Act.
- An up-to-date Library Board Policy Manual is kept in the Library Office for referral purposes.

The Library Director administers the library in a manner that guards against any activity, decision, or organizational circumstance which would be unlawful, imprudent or in violation of commonly accepted business and professional ethics by using these management techniques:

- ✓ Maintaining an ongoing contract with attorneys for legal advice and counsel as needed. (Anne Seurynek for general counsel and Luis Avila for labor issues).
- ✓ Maintaining an ongoing contract with a professional accounting firm to conduct independent annual audits of the library (Rehmann for internal audits of the library).
- ✓ Maintaining checks and balances in the overall operation of the library by instituting practices to safeguard against theft, embezzlement, impropriety, or any unprofessional or unethical behavior.
- ✓ Making sure that bank authorization signature cards are up-to-date.
[Note: Authority for expending funds and signing checks is split between the Library Director, the Head of Adult Services, the Head of Youth Services, and the Business Manager and bank authorization signature cards are up-to-date and include one for the current Library Board Chair.]
- ✓ Maintaining an Employee Handbook with rules and regulations.
- ✓ Maintaining an ongoing relationship with governmental officials to keep current on new business practices or rules and community developments.
- ✓ The Library Director or her designee participates in activities with governmental officials, such as the City of Portage, Portage Rotary Club, Portage Public Schools, organizational boards, contact with state legislators and membership in the Michigan Library Association.
- ✓ Maintaining compliance with laws and consulting appropriate authorities as required.
- ✓ Systematically checking operations throughout the library on a regular basis to ensure that they are being run properly.
[Note: The Library Director has weekly meetings with the Administrative Team, weekly library-wide staff meetings, and daily interactions/monthly one-on-one check-in's with the Assistant to Director, Business Manager, Systems Administrator, Marketing Manager, Facilities Manager, Heads of Adult Services & Youth Services, Head of Circulation and Technical Services, and the Local Historian.]

Memo

Election of Library Board Officers for 2026

To: Portage District Library Board
From: Christy Klien, Library Director
Date: January 20, 2026

Background

The Library Board bylaws include a provision for election of officers as follows:

Article III Officers

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

Trustee Behr was appointed to survey the other trustees regarding their interest in serving as a Library Board officer and those names will be put forward prior to a vote at the January 26, 2026 Board Meeting.

Procedure:

Library Board Chair Vance will ask if there are any other nominations from the floor, and if there are none, he will ask for a motion to close the nominations. A vote will then be taken to close the nominations.

After that, Library Board Chair Vance will ask for another motion to accept the slate of proposed Library Board Officers for 2026. If there is more than one person interested in a position, then separate votes will be taken by paper ballot to determine who will be elected. (Instructions will be provided if this event occurs.)

The new Library Board officers for 2026 will be identified and noted in the minutes for an official record of the election and the Portage District Library Board roster will be revised accordingly. The newly elected Library Board Chair may choose to conduct the remainder of the January board meeting if desired.

Update

The Election of Library Board Officers for 2026 has been placed as an item under Governance on the agenda for the January 26, 2026 board meeting.

Memo

Appointment of Library Board Personnel Committee, Library Board Liaison to the Friends and Library Board Secretary for 2026

To: Portage District Library Board
From: Christy Klien, Library Director
Date: January 20, 2026

Background

The Library Board bylaws include provisions for special appointments by the Library Board Chair as follows:

Article III Officers

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

The Library Board Chairperson may appoint a board member as official Secretary when needed, such as to take minutes for a closed session. The staff Library Board Secretary shall record minutes at meetings, maintain official Library Board files and records, and produce Library Board correspondence as required. The staff Library Board Secretary shall, in collaboration with the Chairperson and Library Director, prepare the agenda. The agenda-planning meeting shall be two weeks prior to the Library Board meeting. It is the responsibility of the staff Board Secretary to provide the Library Board with the agenda and supporting materials 96 hours (4 days) prior to the Library Board meeting.

Article V Committees

The Chairperson of the Library Board may nominate members to special committees, with Library Board approval, as the need arises.

The Personnel Committee will consist of the Chairperson of the Library Board and two members of the Library Board nominated by the Chairperson and elected by the full Library Board at the next regular board meeting. The purpose of the Personnel Committee is to complete the annual evaluation of the Library Director.

Update

The Appointment of a Library Board Personnel Committee, Library Board Liaison(s) to the Friends and a Library Board Secretary for 2026 has been placed on the January 26, 2026 agenda under Governance.

Memo

Annual Update of "Conflict of Interest" Statements by Trustees

To: Portage District Library Board
From: Christy Klien, Library Director
Date: January 21, 2026

Background

Every year at the January board meeting, trustees are asked to sign "Conflict of Interest" statements that are kept on file for library board members in order to comply with Michigan Complied Laws 15.321 et seq.

In order to ensure that these "Conflict of Interest" statements for trustees are always current, we have added this activity to the Library Board's Annual Calendar and have prepared a "Conflict of Interest" statement for each board member to sign. These will be printed and available at the meeting.

Request

Please review the "Conflict of Interest" form in the board packet and consider any changes that may need to be made. All trustees will be asked to sign an up-to-date "Conflict of Interest" statement following the January 26, 2026 board meeting.

Memo

Circulation Policy for Unrated DVDs

To: Portage District Library Board
From: Christy Klien, Library Director
Date: January 19, 2026

Recommendation

I recommend that we update the Circulation Policy wording of Section I.B, Item 5 to read as follows: "Members who are under the age of 18 years old are prohibited from checking out AV materials with mature content (including, but not limited to, rated "R", rated "UR", and rated "TV-MA"), laptops, Hotspots, or tier 2 Library of Things items.

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. 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

Discussion about Guests to be Invited to Library Board Meetings in 2026

To: Portage District Library Board
From: Christy Klien, Library Director
Date: January 21, 2026

Background

At the beginning of each year, it has been the practice of the Library Board to consider guests to be invited to board meetings throughout the year or presentations to be heard that would be beneficial. This will be a topic for discussion on the agenda for the board meeting on January 26, 2026. Last year, we had a representative from Portage Public Safety.

Note

There are (11) board meetings held in a year (there is no meeting in November) and some of the board meetings have standard presentations as indicated on the Library Board's 2026 Annual Calendar. In March it is the Marketing Plan; in May or June it is an Auditor's Report; in June it is the budget presentation; in July it is the 3-Year Technology Plan; in August we hold a Public Hearing for the follow year's budget. It is realistic to plan for 1-2 external guest presentations for the year.

Portage District Library
4th Quarter Report
December 31, 2025

Revenue

General Ledger Category	Percent of Year Gone -->			100%		
	4th Qtr Actual	% of Annual Budget	2025 Annual Budget	YTD Actual	YTD Actual+Enc.	YTD % Received
Total Tax Revenue	\$ 2,328	0%	\$ 5,927,210	\$ 6,120,873	\$ 6,120,873	103%
State Aid Revenue	-	0%	393,402	424,126	424,126	108%
Other Revenue	155,833	52%	299,894	1,043,146	1,043,146	348%
Revenue (To)/from Reserves	2,975	0%	1,624,542	1,621,567	1,621,567	100%
Other Financial Sources	45,850	5%	960,300	960,300	960,300	100%
Total Revenue	\$ 206,986		\$ 9,205,348	\$ 10,170,012	\$ 10,170,012	110%

Expenses

General Ledger Category	4th Qtr	% of Annual	2025 Annual	YTD	YTD	YTD
	Actual	Budget	Budget	Actual	Actual+Enc.	% Spent
Total Salaries & Wages	\$ 444,400	20%	\$ 2,215,827	\$ 1,938,081	\$ 1,983,581	90%
Total Fringes & Benefits	156,475	19%	843,864	768,988	789,933	94%
Total Library Materials	153,498	18%	870,456	702,930	851,710	98%
Total Utilities	40,183	24%	165,400	134,347	144,347	87%
Total Buildings	34,196	12%	297,292	209,819	285,539	96%
Total Furnishings & Equipment	0	0%	61,750	25,330	61,750	100%
Total Supplies	38,030	15%	256,058	132,631	231,159	90%
Total Professional Services	58,691	10%	577,736	336,846	511,336	89%
Total Other Charges	36,560	7%	530,584	307,131	425,998	80%
Other Financial Uses	45,850	5%	960,300	960,300	960,300	100%
TOTAL OPER. EXPENSES	\$ 1,007,883		\$ 6,779,267	\$ 5,516,403	\$ 6,245,653	92%
TOTAL CAPITAL PROJECTS	\$ 1,039,852	43%	\$ 2,426,081	\$ 1,095,444	\$ 2,422,349	100%
TOTAL EXPENSES	\$ 2,047,735	22%	\$ 9,205,348	\$ 6,611,847	\$ 8,668,002	72%
EFFECT ON FUND BALANCE *	\$ (1,840,749)		\$ -	\$ 3,558,165	\$ 1,502,010	

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	9,209,712
- 2025 Operating Expenses	4,556,103
- Capital Projects	1,095,444
- 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	2,056,155
Total available cash as of 9/30/2025 (Fund Balance*)	\$ 7,912,355

* 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.

Memo

Fiscal Year 2025 Explanation of Budget Variances exceeding 20%

To: Christy Klien, Library Director
From: Rob Foti, Business Manager
Date: January 21, 2026

Revenue

Other Revenue – The Other Revenue category exceeds budgeted funds by \$743,252 (347.84%). This amount will temporarily appear very high until the Library is able to complete all closing entries. Penal Fines were greater than budgeted by \$11,070. The library is conservative when budgeting as the exact amount allocated to the library is unknown until after the budget is finalized. Interest Income is \$315,260 greater than budgeted. As Library investments have matured, new investments have yielded much higher returns than in prior years. The library just went through a period of very high rates of return on investments. Rates have been declining and the library will analyze anticipated returns to make sure it is not over budgeting in this area. Once the Library can finish all closing entries, an adjustment to the value of existing investments will be made. This adjustment will appear in the final financial statements, but will not affect cash flow, as it is only a year-end adjustment for financial statement purposes. The library received donations of \$390,000 greater than budgeted. This occurs because the library received two large donations during the year. These funds are not included in the budget until a request is made to the Library Board. A decision on the use of the large donations has not been decided to date. A presentation is made to the Library Board each February recapping the prior year's donations, and a request is made at that time to use donations received, reserve them or let them become part of Unassigned Fund Balance until their usage has been decided. Finally, the Library collected \$15,690 of vending revenue above the budgeted mark.

Expenditure

No categories exceeding 20% variance from budget.

Memo

Library Director's Personal Goals for Fiscal Year 2026

To: Portage District Library Board
From: Christy Klien, Library Director
Date: January 14, 2026

Following feedback from the end of year evaluation received from the Library Board, the Library Directors Goals for 2026 are as follows:

Goal 1:

Focus on the well-being of staff. Conduct staff wellness and climate surveys to better understand the staff's work experience.

Goal 2:

Identify staffing needs and continue developing a plan for future budgeting.

Goal 3:

Investigate and implement new security measures to assist with the safety of patrons and staff.

Goal 4:

Professional development in sustaining wellbeing across the library staff.



STRATEGIC PLAN

2023-2026

FOURTH QUARTER UPDATE 2025



Strategic Direction #1

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.

December is always a very busy month in the Makerspace. We changed the schedule so that the room was double staffed, and added appointments for certain devices that require a high degree of attention from Maker Space staff. This was beneficial for both Staff and patrons, and accommodated many more patrons in their gift and decoration making. In December, we had 629 patrons in the Makerspace, which is an increase of 32% from November and 58% from October.

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

In October and November, Kandy Grady displayed her vibrant acrylic paintings in the atrium. Comments: "Great displays almost always. Keep them going." "I loved the artist trading card. So interesting!"

Steve Ellis kindly displayed his Detroit Lions and Tigers memorabilia in the atrium cabinet.

Youth Staff continue to find new ways to engage patrons in the library. Youth especially enjoy giving their time and creativity. Utilizing young patrons to help with displays will be a priority in 2026.

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.

Adult Services Department contacted 22 local organizations, all of which expressed interest in continuing or starting partnerships with us. We held programming events with 11 of those organizations. Several of those contacts are pending, while 9 of them have made plans for future programming or events with the library.

Other community organizations library staff have partnered with:

Kalamazoo Area Wild Ones

Kalamazoo Seed Collaborative

Kalamazoo Plant it Forward

Kalamazoo Bee Club

Kalamazoo Valley Genological Society

Portage Historic District Commission

Lucinda Hinsdale Stone Chapter Daughters of the American Revolution (DAR)

Kalamazoo County Historical Society

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

We have partnered up with the Gospel Mission to assist in their program for the residents. This program teaches the residents how to build their job and resume skills. The last step of the program is a mock interview, and this is where we assist the residents.

Youth Staff hosted an average of one adult group per week in the 4th quarter. These are special needs adults who require care during the day. After discussing needs with a group coordinator and the caregivers who attend with these group, Youth Staff provided a room and special activities for them each time they visited.

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.

The Adult Services Department has continued to serve communities such as senior living communities when Sara Weyenberg left as Outreach Librarian.

Based on patron feedback and attendance at summer 2025 events, Youth Staff began plans for Summer 2026. Staff members created a general plan for their events and selected weeks throughout the summer. This enables us to distribute the events evenly and provide a diversity of topics. In addition, staff worked to create a balance of events for each target audience.

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

The project associated with this item in the adult department was a cooperation between our Outreach Librarian and the Marketing Department, and may require a new incumbent for the position to be reported on.

Strategic Direction #2

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.

Outreach Librarian Andrea Smalley continues to build the library's relationship with Community High. For the second school year, students came to PDL to record their creative work in our studio.

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

Six PDL staff worked on Geek Fest, helping 958 attendees area people get their Geek on in a curiosity and fandom friendly environment. 175 attendees were from Portage, about 18% of total attendance, which was a whopping 76% increase over 111 and 13.7% in 2024.

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.

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.

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 through a trauma informed lens. Throughout the year, policies and emergency procedures were reviewed in all staff and/or departmental meetings.

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.

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

Artist Trading Card reception with Laura Weiler of Cut and Placed and Parkwyn Jazz Trio (multi-generational program with Laura Wright).

Tony Wright and the Yuba County Five

Kitty and Phil Copeland from Kalamazoo Kitty came to give a presentation on staging the home and tips for selling your residence.

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

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

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

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

Documentary and Doughnuts continues to grow, with 15 attendees in October, 26 in November, and 19 in December. People seem to enjoy the variety of topics.

Strategic Direction #3

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.

Staff wages were reviewed at the end of 2024 and adjusted to align with the compensation study plan that was created by ElementOne. They will be reviewed again in 2026 and implemented for 2027 wage changes.

3.1.2 Create a standardized orientation and cross training.

There is no update at this time.

3.1.3 Implement robust internal communication procedures.

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.

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 was launched in November 2025.

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.

ASL Deafined went live in October. Interest was strong, with large numbers of patrons inquiring about how to use the service in November after go live.

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

Teen Room displays prioritized inclusivity by focusing on Indigenous Peoples' Day, LGBT History Month, and Native American Heritage Month

3.2.3 Invest in more device offerings.

Because our voice recorder was never returned, I invested in a more up-to-date one that features a full touchscreen and transcription to text. I have purchased a Wolverine TransMedia Home Movies Digitizer, and an HP Sprocket Photo Booth machine, good for weddings, graduations, and parties.

New Creative Kits: Zentangle Drawing Kit and Macrame Kit

Coming soon to the Library of Things is a C-Pen Reader. This pen allows the user to have text read out loud to them, assisting people with dyslexia in study and work. The pen will also transfer written text to a computer and translate text into another language. Anticipation for this device to improve the quality of life for patrons is high. Currently, the Library of Things offers Pilates Mat workout cards. The patron can scan a QR code on the card and watch easy-to-follow tutorial videos on how to achieve their balance, fitness, and strength goals.

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.

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

Oct – Football, Indigenous People's Day, Tea Time, Spooky Season!, Award Winning Manga and Horror Graphic Novels.

Nov – Board games, Trans Awareness Week, Random Acts of Kindness, Thanksgiving, Monster Manga and Fantasy Graphic Novels

Dec – Holiday Baking, Pearl Harbor Day, Snow, Holiday Romance, Hot Picks from 2025 in Manga and Graphic Novels.

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.

There is no update at this time.

3.3.3 Prioritize accommodating people with disabilities when designing or selecting offerings

There is no update at this time.