



PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting
February 23, 2026

300 LIBRARY LANE, PORTAGE, MICHIGAN 49002



NOTICE OF REGULAR MEETING

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting, Monday, February 23, 2026 | 6:00 PM

The Library Board of the Portage District Library will hold a regular meeting on Monday, April 23, 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: Feb. 19, 2026

Quyen Edwards
Library Board Secretary

Portage District Library
300 Library Lane
Portage, MI 49002

AGENDA

February 23, 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 February 23, 2026 (1 minute) (Vote)

V. Consent Agenda (5 minutes) (Vote)

- A. Minutes of the regular meeting held on January 26, 2026 (*Info Pg.5-8*)
- B. February 2026 Narrative (*Info Pg. 9-12*)
- C. Financial Condition for January 2026 (*Info Pg. 13-14*)
- D. Statistical Report for January 2026 (*Info Pg. 15-16*)
- E. March 2026 Program Calendar (*Info Pg.1 7-18*)
- F. Review of Confidentiality Policy (*Info Pg. 19-21*)
- G. Review of Social Media Policy (*Info Pg. 22-23*)
- H. Review of Lost and Found Policy (*Info Pg. 24*)
- I. MLA Advocacy News (*Info Pg. 25*)

VI. Governance (20 minutes)

- A. Introduction of New Full Time Staff
- B. Review and Approve Library Board Bylaws (*Vote Pg. 26-28*)
- C. Report for Friends of the Library (*Info Pg. 29*)
- D. Budget Amendment for Friends of the Library (*Vote Pg. 30*)

VII. Ends Development (10 minutes)

- A. Donations Report for Funds Received in 2025. (*Info Pg. 31*)
- B. Memo Regarding Budget Amendments for Restricted Donations and Allocation of 2025 Donations (*Info Pg. 32*)

VIII. Monitoring Reports (5 minutes)

- A. Monitoring Report: Emergency Library Director Succession (*Info Pg. 33-34*)
- B. Monitoring Report: Succession/Replacement Plan (*Info Pg. 35-37*)
- C. Monitoring Report: Treatment of Consumers (*Info Pg. 38-40*)

AGENDA

IX. Library Director's Reports (10 minutes)

- A. Final remarks by Library Director for the February 23, 2026 Library Board Meeting

X. Process Evaluation (5 minutes total)

- A. Suggestions for Agenda Items to be included on the March 23, 2026 Board Meeting
 - 1. Minutes of the Regular Meeting held on February 23, 2026
 - 2. Monitoring Report on Executive Limitation: Asset Protection
 - 3. Monitoring Report on Executive Limitation: Financial Planning & Budgeting
 - 4. Monitoring Report on Executive Limitation: Financial Condition & Activities
 - 5. Library Investment Report
 - 6. 2026 Marketing Plan

- B. Miscellaneous

XI. Adjournment

MINUTES

From the January 26, 2026
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, Donna VanderVries (6:07PM), and Linda Whitlock

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 January 26, 2026 Library Board Meeting. He asked if anyone present had any comments and there was one.

A. Comment from Trustee Behr - Trustee Behr gave kudos to Portage District Library for staying open to the public through the extreme cold and winter conditions this month. Klien said that the library is a designated warming center and we take that responsibility seriously. If however, it is not safe for the staff and public to come to the library, we can close and let the warming center coordinator know. We also take guidance on closures from the City of Portage who have access to additional information from Public Safety and Public Works on road conditions.

V. Adoption of the Agenda for the Regular Meeting of January 26, 2026

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

MOTION: It was moved by Trustee Behr and supported by Trustee Terry that the Library Board adopt the agenda for the regular meeting of January 26, 2026. Vote 6-Yes, 0-No, 1-Absent (VanderVries). Motion carried.

VI. Consent Agenda

Library Board Chair Vance asked if there were any changes needed to the consent agenda for the January 26, 2026 board meeting before its adoption. Trustee Terry requested removing Item I.

- 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)*

MINUTES

- 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)

MOTION: It was moved by Trustee Friedman and supported by Trustee Terry that the Library Board approve the consent agenda for the regular meeting of January 26, 2026, excluding Item I. Vote 6-Yes, 0-No, 1-Absent (VanderVries). Motion carried.

I Statistical Report - Trustee Terry asked about the statistics for the front door traffic from year to year. Library Director Christy Klien and Systems Administrator Rolfe Behrje explained that the library has used different method of door counters over the years which had varying levels of success and error. She suggested looking at the door counters as an estimation.

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

VII. Governance

A. Election of Library Board Officers for 2026

Trustee Behr surveyed trustees' interest in serving as an officer, personnel committee member, or Friends liaison in 2026. Jeanne Friendman indicated that she was willing to serve as Board Chair, and Michele Behr was willing to serve as Vice Chair. Board Chair Vance asked if there were any other nominations from the floor and there were none.

MOTION: It was moved by Trustee Whitlock and supported by Trustee Terry to close the nominations for Chair and Vice Chair. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

MOTION: It was moved by Trustee Baker and supported by Trustee VanderVries to accept the proposed 2026 officers – Jeanne Friedman as Chair and Michele Behr as Vice Chair. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

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

Board Chair Friedman made the following appointments for 2026:

Personnel Committee - Donna VanderVries and Linda Whitlock

Liaison to the Friends of the Library - Ken Baker and Cara Terry

Library Board Secretary - Quyen Edwards

Congratulations to Jeanne Friedman and thank you Tom Vance for serving as Chair for the past 3 years. We appreciate your leadership and service.

C. Annual signing of "Conflict of Interest" Statements by Trustees.

Trustees completed their Conflict of Interest forms. All trustees are asked to sign the form each year which will be filed in the Library Office.

DISPOSITION: The Library Board present signed the Conflict of Interest Statements.

MINUTES

D. Circulation Policy Change for Unrated DVDs

Library Director Klien directed the board to page 45 of the packet. She said that it had come to our attention that TV shows rated "Mature" and directors cuts and older unrated materials are able to be checked out on the cards of children under the age of 18. We would like the Board's approval to change this in the Circulation Policy and update the settings in the library's catalog to prevent this.

Trustee Behr -Do we have unrated material on streaming services? Klien responded yes, but there is the option for parents and guardians to limit options to "Kids settings".

MOTION: It was moved by Trustee Friedman and supported by Trustee VanderVries to approve the change in the Circulation Policy as presented. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

E. Consideration of Guests/Presenters to be Invited to Board Meetings in 2026.

Library Director Klien said 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. Klien recommended 1 - 2 guests to fit into the Board meeting schedule. The Board discussed inviting Dan Jaqua, the realtor to talk about economic development, property values, and shifting community demographics. Other options included Portage Fire Department or a staff person at Discover Kalamazoo. Trustees expressed a continued interest in visiting other libraries of similar size to PDL. A final suggestion was a speaker from UpJohn Institute.

DISPOSITION: The Library Board considered guests for 2026 Board Meetings.

F. 4th Quarter Financial Report for FY 2025 and Variance Report.

Foti said that this financial report captures any categories that are more than 20% different from the amount budgeted. At the end of FY2025, the only category that could be described this way was "Other Revenue".

The library had two incredible, large donations, and we are waiting to hear about a third that may be disbursed by the end of the year. The library currently has \$390,000 in donations that are undesignated. With better rates, the library also has made a lot of interest income.

DISPOSITION: The Library Board received the 4th Quarter Financial Report for FY 2025 and Variance Report.

VIII. Ends Development

Endorsement of Library Director's Personal Goals for 2026.

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.

MOTION: It was moved by Trustee Behr and supported by Trustee Terry that the Library Board endorses the Library Director's Goals for 2026. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

MINUTES

A. 4th Quarter 2025 Strategic Plan Report

Klien said that a lot of progress has been made on the Library's strategic plan. The Staff has been doing an amazing job. There are some areas that we will focus on in the next year. As a reminder, this is the last year of the Strategic Plan before the board needs to extend it or make another plan.

Question regarding: p.55 1.3.2 "May require a new incumbent..." - Klien explained that there is currently no Outreach Librarian in Adult Services.

DISPOSITION: The Library Board received the 4th Quarter 2025 Strategic Plan Report.

IX. Library Director's Reports

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

Library Director Klien shared we do an annual report to the state each year which is how the amount received in state aid is calculated. Systems Administrator Rolfe Behrje is the staff person who collects and submits this information.

X. Process Evaluation

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

Library Board Secretary Quyen Edwards said that PDL will be welcoming our 2nd Maker in Residence - Anna Barnhard. - for art classes and drop in times for a community art collaboration. Trustee Baker announced the opening of the ZapZone in Crossroads Mall next month.

XI. Adjournment

Library Board Chair Vance said if there was no further business to be considered, that he would adjourn the regular board meeting of January 26, 2026.

DISPOSITION: The regular board meeting of January 26, 2026 was adjourned at 6:40 PM.

Recorded and Transcribed by,



Quyen Edwards
Library Board Secretary

Director's Report

February 2026

Adult Services

The Adult Library of Things collection began offering assistive technology items in January.

C-Pen Reader3 - Ideal for those with reading differences, such as EAL students or people with dyslexia, C-Pen Reader3 provides reading support to anyone who needs it. Simply drag the pen across the text, and the reader will read it aloud or scan it directly into your computer. You can also use the translation function for English, French, Spanish, Italian, and German.

Outdoor Deutan or Protan Color Correction Glasses by EnChroma - EnChroma lenses filter light to alleviate the red/green color cone sensitivity overlap that leads to color confusion. Approximately 80% of people with red-green color blindness will see an expanded range of visible colors and distinguish shades more accurately.

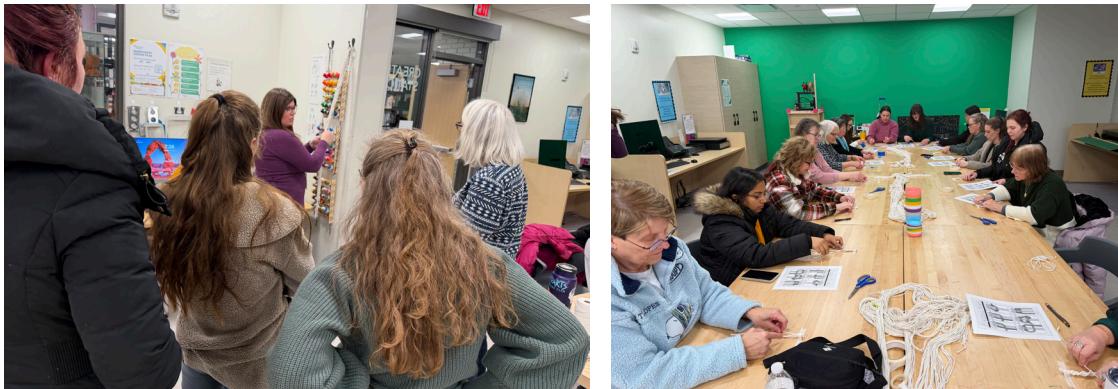
Adult Services Librarian, [*Rachael Wiegmann*](#), hosted Gretchen Kauth on Wednesdays in January for a four-week nutrition series. This program was attended by twenty-five individuals who learned the terminology, daily nutritional requirements, and the numbers you should be looking at on a label, etc. Ms. Kauth requested that the participants make a weekly goal for themselves. One participant said that he enjoyed Gretchen's way of focusing on the science of nutrition and presenting it from that lens.

Adult Services Librarians [*Rachael Wiegmann*](#) and [*Jacob Lambert*](#) hosted nationally recognized author Brendan Slocumb on January 20th. Brendan discussed his most recent work "The Dark Maestro" and recounted his journey from teacher and musician to author. The presentation was equal parts inspiration, humor, and hopefulness. Patrons stayed almost 30 minutes past the scheduled time chatting with Brendan and getting books signed. This event had 53 in-person attendees and 40 viewers on Facebook live.

Attendee reaction: "Brendan was such a dynamic and enjoyable speaker!
Please host more of these types of events!"

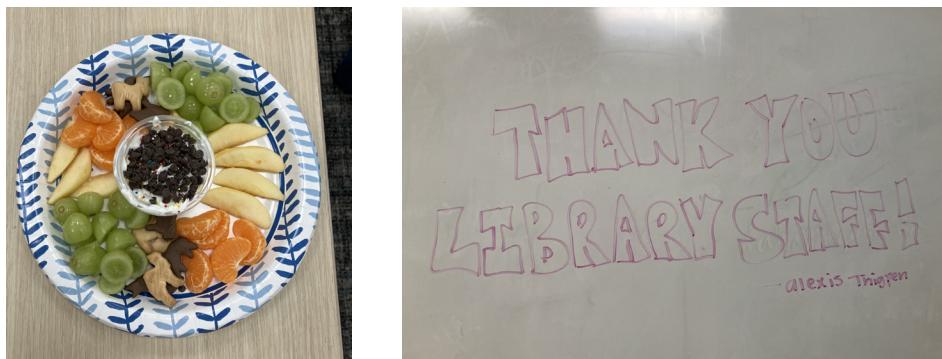


On Wednesday, January 21, the Makerspace hosted a program for adults so they could learn the basics of macrame. [Jamie McKinney](#), Makerspace Assistant, taught a class of 16 how to do the basic knots that you need to know to create macrame projects. She guided the participants to help them get started making a plant hanger. [Jane Fleming](#), Makerspace Coordinator, shared with the participants the database CreativeBug, which the library makes available to its patrons. It has lots of video classes on creative endeavors of all types, including macrame. This is a great way for patrons to continue to progress on skills they are taught in Makerspace programs. Patrons were having a great time learning how to create with macrame and excited to continue with their project.



Youth Services

Kids' Dip Club: Youth Staff [Annette Wendt](#) and [Sarah Hatley](#) instructed the kids in making Fruit Dip and cutting up Fruit. Attendees designed a "Fruit Charcuterie Board." There was a discussion about plating and how to make it look appetizing and yummy.



At a lively Teen Advisory Group meeting led by Teen Services Librarian [Olivia Pennebaker](#), teens planned a Karaoke Dance Battle, brainstormed cupcake decorating toppings for the Teen Cupcake Decorating Competition, and recommended purchase suggestions for the Teen and Manga collections.

Youth Outreach Librarian [Andrea Smalley](#) led several outreach events welcoming families to the library. The Young 5s students from Central Elementary School and their families visited for a tour, STEM activities, and to get their first library card. The PPS Multilingual Learners and their families joined us for a pizza themed evening with snacks, scavenger hunts, and more. Participants at both events received handmade winter gear from the Purl for Portage group. Other visitors to the library included WoodsEdge students for a storytime with Youth Librarian [Kristy Zeluff](#), a Parent Meeting with Head Start, and students from Community High for a recording session with [Andrea Smalley](#) and Marketing Manager [Colin Whitehurst](#) in the studio.

The Youth Department, with the help of Admin and Adult Staff, hosted our annual Teen Exam Late Night, with 165 area high school students attending! Students were able to stay at the library from 5-9pm on the Sunday prior to Exams to study.

Heritage Room

The Heritage Room received a unique and substantial collection of materials from the City of Portage representing the Sister City Program. Our sister city was Shiwa, Japan located in the northern region of Honshu, the main island of Japan. Over the course of several years, in the 1990's, around 250 plus citizens from Shiwa visited Portage with roughly the same number of citizens of Portage visiting Shiwa. These citizens included both adults and high school students. Many of the items received were gifts from Shiwa to Portage such as cloth (Shiwa is known for its traditional textile manufacturing), paper dolls, miniature swords and other items representing the culture of the region. Along with the gifts are official certificates, letters and photographs. The collection has been processed (including being translated) and is now in storage with other city materials. There are plans in place to display the items this summer date.

Circulation & Technical Services

During the month of January, we had 725 students utilize their PASS cards. We sent 3,051 SMS messages regarding overdue materials, bills, holds, and membership renewals.

Personnel

[Jane Fleming](#) will be retiring on February 28, 2026 and as result the library has promoted [Jamie McKinney](#) to be the new Makerspace Coordinator. This position will now concentrate all its time on the Makerspace and report directly to the Library Director. [Rob Foti](#) and [Kathy Morris](#) completed the project 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. Preparations are beginning for the Library's annual financial audit. Fieldwork will begin by Rehmann in April and conclude with the audited financial statement presented to the library board in June.

Information Technology

In January 2026 the IT Department updated authentication settings for Enterprise and began the process of establishing multifactor authentication. The library also worked with SirsiDynix on the transition of Enterprise to a new virtual machine. With careful planning there was no downtime related to this move. The library also began discussions with SirsiDynix in their transition to the Microsoft Azure Cloud environment. This transition will involve all SaaS customers and will result in more powerful and redundant computing resources. The library will pay careful attention to the web application firewall and security in this new environment.

Due to the December 4-hour fiber outage with Spectrum fiber, the library engaged in discussions about its network design with its partner Aunalytics and changes that could be made to make itself more resilient to internet fiber failures. Together we are working on designs for the immediate future and for changes in 2028

and 2029 when network infrastructure is scheduled for replacement. The main issue potentially affecting the library's network is failure to its second redundant internet access fiber connection.

The IT department is continuing its work on adding Microsoft Entra to Active Directory. This 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.

Maintenance & Building Services

The library's scheduled HVAC quarterly maintenance was completed successfully, and the annual CSD-1 inspection on the boilers has also been finalized to ensure continued safe and compliant operation. Additional HVAC work included replacement of a hydronic heater motor to maintain proper heating performance, as well as repairs to the preschool heater, which is now functioning at full capacity. Pest control conducted its routine inspection and reported no issues requiring follow-up. General building upkeep remains a priority, with ongoing paint touchups throughout the facility to preserve interior appearance and prevent deterioration. Floor cleaning and refinishing were completed in both the café and the Makerspace to maintain a clean and welcoming environment for patrons. Restrooms throughout the building received comprehensive deep cleaning from floor to ceiling to improve sanitation and overall presentation. Five new No Smoking signs were installed across the library campus to reinforce adherence to the library's smoke-free policy. A bathroom leak discovered during routine monitoring was repaired promptly, with no damage to surrounding building materials. Snow removal services have been consistently effective during recent weather events, with sidewalks cleared regularly to ensure safe access for patrons and staff.

Financial Condition Report

February 2026

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 \$5,580,295
Expenditures \$2,667,165

Fund	12/31/2025	Changes	1/31/2026
General Reserve (13%)	\$ 857,293	58,346	\$ 915,639
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	8,844,656	-	8,844,656

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

January 2026

	Month Statistics			YTD Statistics		
	Jan-26	Jan-25	CHANGE	2026	2025	CHANGE
Circulation/Collections						
Total Library Circulation	82,929	82,681	0.30%	82,929	82,681	0.30%
Adult - Books	16,863	17,556	-3.95%	16,863	17,556	-3.95%
Adult - A/V	3,091	3,081	0.32%	3,091	3,081	0.32%
Youth - Books	29,583	28,778	2.80%	29,583	28,778	2.80%
Youth - A/V	2,704	2,449	10.41%	2,704	2,449	10.41%
Hot Picks	884	613	44.21%	884	613	44.21%
E-Material	28,130	28,406	-0.97%	28,130	28,406	-0.97%
ILL - PDL Requests	998	1,123	-11.13%	998	1,123	-11.13%
ILL - Other Lib. Requests	676	675	0.15%	676	675	0.15%
Self-Checkout Percentage	54.54%	53.30%		54.54%	53.30%	
Total Library Collection	176,608	178,882	-1.27%			
Adult - Books	70,498	71,746	-1.74%			
Adult - A/V	7,864	9,860	-20.24%			
Youth - Books	90,740	87,501	3.70%			
Youth - A/V	5,836	7,230	-19.28%			
Hot Picks	1,670	2,545	-34.38%			
Net Acquisitions	1,556	249	524.90%	1,556	249	524.90%
Purchased - Books	3,191	2,303	38.56%	3,191	2,303	38.56%
Purchased - A/V	254	149	70.47%	254	149	70.47%
Donated - Books	0	0	0.00%	0	0	0.00%
Donated - A/V	0	0	0.00%	0	0	0.00%
Material Discarded	(1,889)	(2,203)	14.25%	(1,889)	(2,203)	14.25%
Total In-House Usage*	0	0	n/a	0	0	n/a
In-House Periodical Usage	n/a	n/a	n/a	0	0	n/a
In-House Book Usage	n/a	n/a	n/a	0	0	n/a
Patrons						
Total Patrons	34,264	33,534	2.18%			
Adult	17,795	17,002	4.66%			
Youth	1,865	2,106	-11.44%			
Non-Resident	261	229	13.97%			
Reciprocal	3,997	3,443	16.09%			
Internet User	3	636	-99.53%			
PASS Users	10,283	10,059	2.23%			
Professional	60	59	1.69%			
Net Patrons	112	196	-42.86%	112	196	-42.86%
Adult	168	205	-18.05%	168	205	-18.05%
Youth	7	8	-12.50%	7	8	-12.50%
Non-Resident	2	3	-33.33%	2	3	-33.33%
Reciprocal	80	87	-8.05%	80	87	-8.05%
Internet User	0	31	-100.00%	0	31	-100.00%
PASS Users	0	33	-100.00%	0	33	-100.00%
Professional	1	0	100.00%	1	0	100.00%
Patrons Removed	(146)	(171)	14.62%	(146)	(171)	14.62%

Statistical Report

	Month Statistics			YTD Statistics		
	Jan-26	Jan-25	CHANGE	2026	2025	CHANGE
Library Building Usage						
Total Meeting Room Usage	871	810	7.53%	871	810	7.53%
Internal/Collaboration	114	115	-0.87%	114	115	-0.87%
External/Outside Usage	757	695	8.92%	757	695	8.92%
Total Program Audience	2,629	3,405	-22.79%	2,629	3,405	-22.79%
Adult	925	1,511	-38.78%	925	1,511	-38.78%
Youth	1,581	1,813	-12.80%	1,581	1,813	-12.80%
Heritage Room	123	81	51.85%	123	81	51.85%
Total Number of Programs	95	94	1.06%	95	94	1.06%
Adult	50	55	-9.09%	50	55	-9.09%
Youth	41	37	10.81%	41	37	10.81%
Heritage Room	4	2	100.00%	4	2	100.00%
Total Volunteer Hours	148	171	-13.45%	148	171	-13.45%
Adult	49	52	-5.77%	49	52	-5.77%
Youth	28	51	-45.10%	28	51	-45.10%
Technical	11	13	-15.38%	11	13	-15.38%
Circulation	28	23	21.74%	28	23	21.74%
Administration	32	32	0.00%	32	32	0.00%
Community Service	0	0	0.00%	0	0	0.00%
Total Front Door Traffic	18,232	18,311	-0.43%	18,232	18,311	-0.43%
Total Youth Services Traffic	14,009	13,996	0.09%	14,009	13,996	0.09%
Total Business Center Traffic	0	0	0.00%	0	0	0.00%
Information Access/Reference/Research						
Total Reference Transactions	8,834	7,481	18.09%	8,834	7,481	18.09%
Adult Phone	748	715	4.62%	748	715	4.62%
Adult Ready Reference	1,136	1,660	-31.57%	1,136	1,660	-31.57%
Adult Reference	89	249	-64.26%	89	249	-64.26%
Youth Phone	123	118	4.24%	123	118	4.24%
Youth Ready Reference	3,061	3,368	-9.12%	3,061	3,368	-9.12%
Youth Reference	192	276	-30.43%	192	276	-30.43%
HR Phone	8	16	-50.00%	8	16	-50.00%
HR Ready Reference	226	156	44.87%	226	156	44.87%
HR Reference	16	6	166.67%	16	6	166.67%
Circ Phone	653	627	4.15%	653	627	4.15%
Circ Ready Reference	838	84	897.62%	838	84	897.62%
Circ Reference	1,744	206	746.60%	1,744	206	746.60%
Total Edutainment LAN Use	0	119	-100.00%	0	119	-100.00%
Total Internet Computer Use	1,650	1,572	4.96%	1,650	1,572	4.96%
Youth Computers	207	213	-2.82%	207	213	-2.82%
Adult Computers	1,441	1,355	6.35%	1,441	1,355	6.35%
Laptop Computer Circulated	2	4	-50.00%	2	4	-50.00%
Total Electronic Transactions	65,668	41,011	60.12%	65,668	41,011	60.12%
WebSite Hits	54,664	30,032	82.02%	54,664	30,032	82.02%
WebCatalog Sessions	8,907	8,865	0.47%	8,907	8,865	0.47%
Licensed Database Hits	2,097	2,114	-0.80%	2,097	2,114	-0.80%

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

Christy Klien, Library Director

PDL Events

March 2026

Hot Wheels Fun

Kids and their adults welcome to play
Sunday, March 1
1:00 PM - 4:00 PM

Hot Wheels Fun

Kids and their adults welcome to play
Monday, March 2
9:00 AM - 8:00 PM

Baby/Toddler Storytime

Monday, March 2
9:30 AM & 10:30 AM

Kalamazoo County Historical Society

Monday, March 2
7:00 PM - 8:30 PM

Family Storytime

Tuesday, March 3
9:30 AM & 10:30 AM

The Historical Japanese Katana

with swordsman, Jerry Berg
Tuesday, March 3
6:00 PM - 7:30 PM

Baby/Toddler Storytime

Wednesday, March 4
9:30 AM & 10:30 AM

Immaculate Snacks & Gaming

Wednesday, March 4
3:30 PM - 4:30 PM

Middle Grade Book Club

4th-6th Grade
Wednesday, March 4
6:00 PM - 7:00 PM

Cultivating the Self and the Community

Wellness in the Tradition of Buddhism and East Asia
Wednesday, March 4
6:00 PM - 7:00 PM

Muffins and the Market

An investment discussion group
Thursday, March 5
9:00 AM - 10:00 AM

Chinese Calligraphy and Self-Reflection

with the Haenicke Institute of WMU
Thursday, March 5
4:30 PM - 6:00 PM

Bedtime Storytime

Thursday, March 5
6:30 PM - 7:00 PM

Baby/Toddler Storytime

Monday, March 9
9:30 AM & 10:30 AM

Move & Groove Storytime

Tuesday, March 10
9:30 AM & 10:30 AM

Pub(l)ic Library Trivia

Sports
Tuesday, March 10
6:30 PM - 8:00 PM

Baby/Toddler Storytime

Wednesday, March 11
9:30 AM & 10:30 AM

Kids' Dip Club

3rd - 5th Grades
Wednesday, March 11
4:30 PM - 5:30 PM

Molecules: Portrait of a Community

An All-Ages Community Art Project
Thursday, March 12
3:00 PM - 6:00 PM

Yoga with Apral

A gentle approach
Thursday, March 12
4:00 PM - 5:00 PM

Bedtime Storytime

Thursday, March 12
6:30 PM - 7:00 PM

Documentary and Donuts

Radioactive. Runtime 1:17. 2022.
Friday, March 13
10:00 AM - 1:00 PM

Recycled Book Page Collage

Use Recycled Book Pages to Create Art
Saturday, March 14
1:00 PM - 3:00 PM

Baby/Toddler Storytime

Monday, March 16
9:30 AM & 10:30 AM

Elementary Maker Minute The Fun + Science of Wind

For K-5th graders and their favorite adults
Monday, March 16
4:00 PM - 5:30 PM

Kalamazoo Valley Genealogical Society

General Meeting & Program
Monday, March 16
7:00 PM - 8:30 PM

Family Storytime

Tuesday, March 17
9:30 AM & 10:30 AM

Purl for Portage

A Yarn Arts Club
Tuesday, March 17
6:00 PM - 8:00 PM

Plots and Pages

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

Teen LGBTQ+ Meet-Up

Tuesday, March 17
6:30 PM - 8:00 PM

Baby/Toddler Storytime

Wednesday, March 18
9:30 AM & 10:30 AM

Speed Friending

Focused on 60-80 year-olds!

Wednesday, March 18

5:30 PM - 7:00 PM

Muffins and the Market

An investment discussion group

Thursday, March 19

9:00 AM - 10:00 AM

Drop-In Genealogy Help

Solve your Genealogy Roadblocks

Thursday, March 19

10:00 AM - 12:00 PM

Molecules: Portrait of a Community

An All-Ages Community Art Project

Thursday, March 19

3:00 PM - 6:00 PM

Bedtime Storytime

Thursday, March 19

6:30 PM - 7:00 PM

International Mystery Book Discussion

"The Peacock and the Sparrow,"

by I. S. Berry

Thursday, March 19

7:00 PM - 8:00 PM

Kalamazoo Macintosh Users' Group

Saturday, March 21

9:00 AM - 12:00 PM

Saturday Sound Immersion

Saturday, March 21

10:30 AM - 11:30 AM

Baby/Toddler Storytime

Monday, March 23

9:30 AM & 10:30 AM

Family Storytime

Tuesday, March 24

9:30 AM & 10:30 AM

Teen Cupcake Decorating

Competition

Tuesday, March 24

6:30 PM - 7:30 PM

Toddler Playtime

Wednesday, March 25

9:30 AM & 10:30 AM

Kalamazoo Area Wild Ones

Next Topic

Wednesday, March 25

6:30 PM - 8:00 PM

Yoga with Apral

A gentle approach

Thursday, March 26

4:00 PM - 5:00 PM

Bedtime Storytime

Thursday, March 26

6:30 PM - 7:00 PM

Kalamazoo Plant Swap

with Kalamazoo Plant it Forward

Saturday, March 28

10:00 AM - 12:00 PM

Light Lunch and Literature

"A Spindle Splintered,"

by Alix Harrow

Monday, March 30

12:00 PM - 1:00 PM

KPL's Reading Together Event

A "Take My Hand"

Discussion Group

Monday, March 30

6:30 PM - 7:30 PM

CONFIDENTIALITY POLICY:

DISCLOSURE OF LIBRARY RECORDS

I. Policy; Library Records

It is the policy of the Portage District Library ("Library") to preserve the confidentiality and privacy of Library Records ("Library Records" or "Library Record") to the fullest extent permitted by law.

II. Definitions of Library Record

A. Agent or Employee.

An agent or employee includes an employee of the Library, a member of the governing body of the Library, an individual who is specifically designated as a volunteer and who is acting solely on behalf of the Library, and any other person who is lawfully performing services on behalf of the Library under a written contract, including a collection agency.

B. Crime.

A crime means that term as defined in section 5 of the Michigan penal code, 1931 PA 328, MCL 750.5 C.

C. Law Enforcement Officer.

A law enforcement officer means an individual licensed under the Michigan commission on law enforcement standards act, 1965 PA 203, MCL 28.601 to 28.615.

D. Library Record.

1. Definition.

As defined by the Michigan Library Privacy Act, for the purpose of this policy means:

"a document, record, or other method of storing information retained by a library that contains information that personally identifies a library patron, including the patron's name, address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library."

For example, a Library Record would include, but not be limited to patron circulation records, internet browsing history, and program attendance records.

2. Excluded from Definition.

The following are specifically excluded from the definition of Library Record.

- a. *Non-Identifying Material.* Library Record does not include nonidentifying material that may be retained for the purpose of studying or evaluating the circulation of library materials in general.
- b. *Certain Video Surveillance.* A Library Record also does not include recorded video surveillance images made solely for security purposes that do not include images of any activity or any other document or record that identifies a person as having requested or lawfully obtained specific services, materials, or information resources from the Library.

3. Library Director Determination of "Library Record."

The Library Director, or his/her designee, shall be responsible for determining whether a particular document meets the definition of Library Record or whether the video surveillance footage contains any images that would require it to be considered a "library record."

III. Disclosure of Library Records

The Library takes seriously its obligation to protect the privacy of every patron, as required by law, even if this commitment to patron's privacy may appear to cause inconvenience on occasion. To that end, Library Records or other confidential information shall be released or disclosed only as provided for herein or otherwise provided by Michigan or federal law.

A. Freedom of Information Act Requests.

All requests for public records that are not subpoenas, court orders or other legal process must be processed according to the Michigan Freedom of Information Act ("FOIA") and the Library's FOIA Procedures and Guidelines. See Procedures and Guidelines and Written Summary for additional information. Library Records are exempt from disclosure under the FOIA.

B. Subpoenas, Court Orders or other Legal Process.

Any employee of the Library who is served with a subpoena, court order, or other legal process to release or disclose any Library Record or other Library document from (1) a state or local law enforcement agency or (2) a federal law enforcement agency shall promptly notify the Library Director, or his/her designee. If neither is available, the Library Board President shall be contacted.

1. Consultation with Attorney.

The Library Director, his/her designee, or the Board President has the authority to consult with the Library Attorney regarding the sufficiency, scope or any other matter related to the subpoena, court order or other legal process.

2. Action by Library Director.

After review of the subpoena, court order or other legal process, the Library Director, his/her designee, or the Board President shall take appropriate action to respond.

3. Opportunity to be Heard.

Depending upon the type of subpoena, court order or other legal process, the Library may appear and be represented by counsel at a hearing on the request for records.

4. Confidentiality.

If a subpoena, court order or other legal process is submitted to the Library, the Library shall keep the subpoena, court order or other legal process confidential if required by court order, Michigan law or federal law. To that end, the Library may not be able to inform the patron that his/her records were sought. The Library Board acknowledges that the Library Director, if required by a non-disclosure order or law, may not be permitted to inform the Board or its individual members that a local, state or federal agency has sought or obtained requested records.

C. Consent.

In compliance with the Michigan Library Privacy Act, a person who is liable for the payment or return of the materials identified in a Library Record or portion of a Library Record may provide written consent for the release of that Library Record.

D. Voluntary Disclosure without Court Order and Consent.

A library or an employee or agent of the Library may disclose Library Records without a court order or written consent under either of the following circumstances:

1. Collection Agency.

The library or an employee or agent of the Library may report information about the delinquent account of a patron who obtains materials from the library to a collection agency under contract with the library. The Library or an employee or agent of the Library shall provide the collection agency with only the library records necessary to seek the return of overdue or stolen materials or to collect fines from the patron.

2. Interlibrary Loan.

The Library or an employee or agent of the Library may disclose library records to another library or library cooperative for the purpose of conducting interlibrary loans. The Library Records must be limited to those required for providing interlibrary loans.

IV. Disclosures Regarding Alleged Crimes in this Library.

The Library Privacy Act does not prohibit an employee or agent of a library from providing a sworn statement or testimony to a law enforcement officer based solely on the personal knowledge of the employee or agent of the Library regarding a crime alleged to have occurred at the Library.

PATRON SOCIAL MEDIA POLICY

I. Purpose.

The purpose of the Social Media Policy is to ensure effective promotion and discussion of the Portage District Library ("Library") services, resources, and events, and to ensure a reputation for outstanding community engagement and customer service on social media. The purpose of the social media accounts is to discuss library programs, events, and materials.

II. Definition of Social Media.

Social media is defined as electronic communication through which users create online communities to share information, ideas, personal messages, and other content. Social media would include any webpage or app through which the Library has an account and interacts with other users.

III. Authority over Social Media Accounts.

The Library Board has the authority to determine whether a particular social media account is used by the Library. This Policy only applies to official Library social media accounts. The social media accounts of individual employees or Board members are not subject to this Policy.

IV. Usage Rules.

The Library operates and maintains social media sites as a public service to provide information regarding Library services, programs, materials, events, and activities. Although the Library welcomes the comments, posts, and messages of other social media users that relate to the Library and recognizes and respects differences in opinion, the social media sites are limited public forums and are subject to review by Library staff members. The Library reserves the right to (but is not required to) remove any comment, post, or message that it deems in violation of this Policy. The Rules are as follows:

1. Privacy:

Users should have no expectation of privacy when commenting on Library posts or tagging the Library. Comments and posts may be read by anyone once posted, regardless of one's friends, followers, or subscribers list. The Library advises users against posting their personal information or contact information on social media sites. Comments and posts may also be subject to disclosure under the Freedom of Information Act.

2. Library's Rights:

The Library reserves the right to reproduce comments and posts tagging the Library in other public venues (ex: testimonials). Reproductions of this nature may be edited for space or content, but the original intent of the comment or post will be maintained.

3. No Endorsement:

The Library is not responsible for the content of posts made by third parties, including patrons, reviewers, advertisers, and others who may post comments. Public posts by third parties do not reflect the positions of the Library, its employees, or any individual Board member.

4. Unauthorized Content:

To ensure a healthy, safe space to discuss Library services, resources, and events, content containing any of the following may be removed immediately from any Library social media forum:

- Obscene, illegal, sexually harassing, threatening or abusive speech or nudity in profile pictures.
- Any post that affects the safety and security of the Library, its property, patrons and staff or creates a hostile work environment.
- Private or personal information, including phone numbers and addresses, or requests for personal information.
- Any statement by a user under a false name or any falsification of identity.
- Comments, links, or information unrelated to the purpose of the limited public forum.
- Spam or other commercial messages.
- Any postings that would violate the Michigan Campaign Finance Act, the Library Privacy Act or other Michigan or federal laws.
- Solicitation of funds.
- Any comment, post or other content that violates any person's intellectual property rights, including but not limited to violations of the Copyright Act.
- Any information deemed harmful to minors in violation of the Michigan Library Privacy Act.
- Any post that violates any Library policy.
- Any images, links, or other content that falls into the above categories.
- Any post that requires immediate action because the Library does not monitor its social media 24 hours a day.
- Any document, information, or image that would be considered a Library record that is posted without permission of the patron or person identified in that record.
- For example, no picture of a Library program shall be posted without permission of every person in that picture.

5. Third Party Usage Rules:

In addition, users are expected to abide by the terms and conditions set by third party social media platforms as well as follow appropriate federal and state law.

V. Violations and Appeals.

The Library reserves the right to ban or block users who have posted in violation of this Policy or to delete posts or comments. To the extent the Library has sufficient contact information and the Library will message users who have been blocked or whose content is deleted to explain the issue and notify the person of the action. Any person who has been blocked or whose post or comment has been deleted has the right to appeal that decision to the Library Board. The appeal should be sent to the Library Director within 10 business days of the (1) decision to block or ban or (2) deletion of the post or comment, whichever is applicable. The Library Board shall decide the appeal.

VI. General Complaints.

The Library asks that individual user complaints be sent directly to a manager or the Director so that they can be addressed efficiently. Social media is not the mechanism used by the Library to document or address Library user problems and concerns, or influence Library policy, procedures, or programs.

Lost and Found Policy

Patrons are solely responsible for their own property. The Portage District Library is not responsible for lost items.

As a courtesy, the Portage District Library will retain found items for 30 days. The Library will make a reasonable attempt to determine and contact the rightful owner of a given item so that the owner can reclaim it, but only if there is identifying information readily apparent on the item. Certain types of personal property such as driver's licenses, credit cards, social security cards, passports, and library cards will be turned over to the Circulation Department who will make an attempt to contact the individual. If the library is unable to contact the individual, such items will be disposed of safely (e.g. shredded) after 30 days.

Patrons may leave their name, contact information, and a description of a lost item with the library so they can be notified if their item is found. The library cannot guarantee that any lost items will be found.

Personal items left unattended may be picked up by staff for appropriate action at any time.

The Library will use the following guidelines for unattended and found items:

- The library will contact the police immediately regarding any suspicious items.
- Perishable items, such as food and beverage, personal care items, or hazardous items will be disposed of immediately.
- Flash drives lost in the library will be disposed of safely if they are not claimed within 30 days. For security reasons, library staff will not access saved data on flash drives to determine ownership.
- Lost items of high value (over \$100.00 in value) such as cameras, cell phones, laptops, purses, jewelry, etc. will be kept in a secure location at the library. After 30 days, such items will be turned over to the police.
- Lost items of non-high value (under \$100.00 in value) such as clothing, notebooks, water bottles, umbrellas, gloves, etc. will be held for 30 days. If unclaimed these will be considered either a donation to the library, a donation to charity, or will be discarded.
- Found cash will be retained for 30 days, and if not claimed, will be deposited into the library's donation fund.
- The library is not responsible or liable if lost items are claimed by someone other than the rightful owner.

MLA ADVOCACY NEWS

January 2026

FY 2026 Federal Budget Update

There is cautious optimism for federal funding that supports libraries as Congress works to finalize the FY 2026 budget. Although the President's FY 2026 budget proposal called for eliminating the Institute of Museum and Library Services (IMLS), Congress has instead moved to sustain the agency, rejecting the administration's elimination proposal and maintaining funding near FY 2025 levels. Earlier this month, the U.S. House advanced a bipartisan Labor–HHS–Education appropriations bill that preserves approximately \$291.8 million for the IMLS.

However, final funding is not yet secured. The bill is now delayed in the Senate, where disagreements over whether to separate Department of Homeland Security funding, including concerns about ICE operations, have slowed progress and could still trigger a partial government shutdown if Congress does not act by the January 30 deadline.

Tell Congress to #FundLibraries

We know our members and library supporters here in Michigan have been vocal all year in support of IMLS funding in the face of funding threats. As Congress considers the remaining appropriation bills for FY 2026, advocates are encouraged to continue to tell their members of Congress to support full federal funding for Library Services and Technology Act (LSTA) and Innovative Approaches to Literacy (IAL) programs. Keep an eye out for more details on ALA's advocacy webpage. <https://www.ala.org/advocacy/federal-resources/fund-libraries>

Library Board By-Laws

Article I Incorporation and Name:

The Portage District Library was formed under the Michigan District Library Establishment Act, May 22, 1989 PA 24 (MCL 397.171, et seq.) (the "Act"), through an agreement entered into on January 27, 1998, by and between the School District of the City of Portage, the County of Kalamazoo Michigan, and the City of Portage to provide library services to their combined populations. The Library of Michigan formally approved the agreement to form the Portage District Library and officially recognized the Portage District Library as a legally established district library on March 22, 1998 and approved an amendment to the agreement on June 1, 1998. The address of the main office is as follows:

Portage District Library

300 Library Lane
Portage, Michigan 49002

Article II Membership:

In accordance with the provisions of the Portage District Library agreement, the Portage District Library shall consist of seven members who shall be elected by the electors of the District Library at the regularly scheduled school elections in the month of November in even-numbered years. Terms are for four years and commence on the January 1st following the November election. Members are elected on a rotating basis with four members elected to four year terms at one school election and three members elected to four year terms at the succeeding school election.

Before assuming the office of Library Board Member, each person elected shall take the oath of office prescribed for public officers by the Constitution and shall file the oath with the staff Board Secretary.

The expectation is that no elected board member shall be unexcused for more than (1) meeting per fiscal year.

The office of a Library Board member becomes vacant when the incumbent dies, resigns, is convicted of a felony, is removed from office by the governor pursuant to Section 10, Article V of the State Constitution of 1963, or ceases to be a resident of the district. In the event that a Library Board member cannot fulfill the length of his term, the Portage District Library Board shall appoint a replacement who will be a qualified elector of a participating municipality. The appointed Library Board member's term will come up for election at the next Portage District Library Board election and shall be for the length of the remaining term.

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.

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.

In the event an office becomes vacant, the office shall be filled by a Library Board election at the next regular meeting. However, in the case of the Chairperson the current Vice-Chairperson shall fill the vacancy and a new Vice-Chairperson shall be elected.

Article IV Meetings

The Library Board shall meet at times and dates approved by the Library Board at the December Library Board meeting. Special meetings may be called by the Chairperson, or upon written request of two members, for the transaction of business as stated in the call. Written notice stating the time and the place of any special meeting and the purpose for which it is called shall be given to each member of the Library Board 18 hours in advance, and posted for the public in accordance with the Michigan Open Meetings Act.

The meeting will commence as soon after the hour of the meeting as there shall be a quorum present. In the absence of the Chairperson, the Vice-Chairperson shall call the meeting to order. If neither the Chairperson nor the Vice-Chairperson is present, then board members may elect a temporary Chair for the limited purpose of moderating the meeting.

A quorum for the transaction of business shall consist of a simple majority. Members of the Library Board who are unable to attend a meeting will notify the staff Board Secretary (24) hours prior to the meeting. In the absence of a quorum the Library Board shall meet as a committee of the whole, however no binding decisions may be made.

Roberts Rules of Order, the latest revised edition, shall govern the parliamentary procedure of the Library Board.

Sufficient time will be provided at the beginning of the meeting for any person, not a member of the Library Board, to address the Library Board on any matter within the scope of the provision of District Library Law.

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 conduct the annual evaluation of the Library Director.

Article VI Powers and Duties of the Library Board

The powers and duties of the Portage District Library Board are set forth in the District Library Law, PA 24 (MCL 397.171, et seq.) (the "Act"), and include the following:

Section 1: The Library Board may exercise any and all of the powers granted to it in the Act. The Library Board may delegate such powers to the Officers of the Library Board and/or the Library Director, as it deems necessary.

Section 2: The fiscal year of the Portage District Library shall be the annual period commencing January 1st and ending December 31st.

Section 3: The Library Board shall adopt and publish an annual operating budget in accordance with the Uniform Budgeting and Accounting Act, being Act No. 2 of the Public Laws of Michigan of 1968, as amended ("UBAA").

Section 4: The Library Board shall have exclusive control of the budget of the Portage District Library except as provided by delegation to the Library Director in accordance with the Uniform Budgeting and Accounting Act.

Section 5: The Library Board shall adopt Policies, Rules and Regulations for the operations of the library, not inconsistent with law or with these by-laws.

Article VII Conflict of Interest

Members of the Library Board shall disclose any conflict of interest in accordance with legal requirements. (Current conflict of interest statute, MCLA 15.323, states that 7 days is required.) Conflict of Interest statements will be completed and signed annually by Library Board members at January board meeting.

Article VIII Amendments

These bylaws may be amended at any regular meeting of the Library Board with a quorum present by a majority vote of the members present providing the amendment was stated in the call for the meeting and that it is done in accordance with legal requirements.

NOTE: These by-laws were adopted by the Portage District Library Board at its regular meeting on December 14, 2000, and last reviewed and approved on February 23, 2026 All prior bylaws are hereby repealed.

Memo

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

To: Portage District Library Board
From: Christy Klien, Library Director
Date: February 17, 2026

Background

Portage District Library Board Trustees Cara Terry and Ken Baker are the Board Co-Liaisons to the Friends of the Library in 2026, and as such, one of them will attend Friends' board meetings and share information about Friends' activities.

There will be an item on the agenda for any Library Board meeting that immediately follows a Friends book sale or board meeting. Since the Friends had a book sale on February 6 and 7, 2026 and their February board meeting on February 16, there will be an item on the agenda for the February 23, 2026 Library Board meeting.

Memo

Budget Amendment to adjust the FY 2026 Budget for Friends of the Library Donation

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

Background

Following their Board Meeting on Monday, February 16, 2026, it is my pleasure to announce that the Friends of the Portage District Library will generously sponsor a number of requests made by Library Staff in 2026.

The Friends will continue to support the Library's Summer Reading Program. We are most grateful for these grants, which enable us to conduct a summer reading experience for youth, teens, adults, and staff. The Summer Reading Program at PDL has become a cornerstone event for our community. Without the support of our Friends organization, the Library would be very challenged to sustain the level of summer programs and activities that we have been able to provide due to the Friends' subsidy. They have agreed to grants in the following amounts:

Youth and Teen Summer Reading - \$17,500
Adult and Staff Summer Reading - \$2,000

In addition to Summer Reading, the Friends have also approved the following:

Wonderbooks for Adults - \$2,000
Trivia Program Prize Gift Cards - \$1,200
Geek Fest 2026 - \$1,300

Recommendation

I recommend that the Library Board approve a Budget Amendment to the Fiscal Year 2026 Budget to increase the Programming-Summer Reading Youth line by \$14,000, Programming-Summer Reading Teen line by \$3,500.00, Programming-Summer Reading Adult line by \$2,000, Books - Ready Reads by \$2,000 for Wonderbooks, and Programming - Adult Restricted by \$2,500 for Trivia Prizes and Geek Fest 2026.

Portage District Library

Donations Report for Funds Received in Fiscal Year 2025 February 2026

DONATIONS RECEIVED in 2025	AMOUNT
Grants:	20,104.32
Restricted Materials:	7,950.00
Memorials:	925.00
Unrestricted:	44,045.36
Distributions of Estates & Trusts:	344,200.00
TOTAL: (without in-kind donations included)	\$ 417,224.68

In Kind Gifts: <i>(estimated value of donated items - not money)</i>	\$ 0.00
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TOTAL: (with "In Kind" Donations Included @ Estimated Value.....\$ 417,224.68

DONATIONS RECEIVED in 2025 – (Previously Allocated)	AMOUNT
<i>Note: The following designated donations were previously allocated through Budget Amendments approved by the Library Board during 2025 or 2026.</i>	
Friends' Donation for 2025 Summer Reading (Youth & Teen)	14,000.00
Friends' Donation for 2025 Summer Reading (Adult)	2,000.00
Friend's Donation for 1,000 Books	1,500.00
Friend's Donation for GeekFest	1,200.00
Donation in Honor of Antonia Rostami for World Language	7,000.00
TOTAL: (donations designated for specific purposes)	\$ 25,700.00

TOTAL DONATIONS to be ALLOCATED in FISCAL YEAR 2026	
Total Donations <i>(without "In-Kind" donations)</i>	\$417,224.68
Less Donations <i>(previously allocated in 2025)</i>	<u>\$ 25,700.00</u>
Donations from 2025 to be Allocated: (Per Donors' Request):	\$391,524.68
Makerspace	\$ 250.00
Heritage Room	\$ 400.00
Seed Library	<u>\$ 300.00</u>
TOTAL Donations from 2025 to be Allocated:	\$ 950.00

Memo

Allocation of FY 2025 Gifts and Donations Revenue

To: Portage District Library Board
From: Christy Klien, Library Director
Date: February 23, 2026

BACKGROUND:

It has been our usual practice to ask the Library Board to consider endorsing the expenditure of a certain amount of gifts and donations revenue that had been received in the previous fiscal year. These monies come to the library as unsolicited and unrestricted donations for discretionary use for library purposes.

In the past, gifts and donation funds have been used to bolster purchases of library materials or to acquire needed equipment or furnishings, or to supplement adult and youth programming budgets. Year by year, we have identified targeted needs and allocated gifts and donations revenue accordingly.

A review of donations received by the library in FY2025 has determined that there is **\$391,524.68** in gifts and donation funds available for allocation in FY2025.

Of the \$391,524.68 donations that have yet to be brought to the board for allocation: **\$250.00** for the Makerspace; **\$400.00** for the Heritage Room; and **\$300.00** for the Seed Library have been designated for specific purposes by donors. That leaves **\$390,574.68** of donations to be allocated at the Library's discretion.

RECOMMENDATION:

The Library recommends that the FY2026 budget be adjusted for FY2025 donations designated for specific purposes for the following expenditure lines: Makerspace Programming, \$250.00; Heritage Room, \$400.00; and Seed Library, \$300.00

Additionally, at this time, staff are still discussing the best use of the remaining funds. A recommendation for use of donation funds with a balance of \$390,574.68 will be brought to the Library Board at a future time.

Library Director Succession/Replacement Plan

If the Library Director departs from his/her position through resignation, retirement or removal, or is deemed incapable of carrying out his/her responsibilities for any reason - other than an emergency situation - the following Succession/Replacement Plan would be implemented immediately by the Library Board:

1. The normal operations of the library would continue under the guidance of the Library Board and with the leadership of the Library Administrative Team in their respective areas of responsibility, as shown below.

a. Assistant to the Director	d. Head of Adult Services	g. Systems Administrator
b. Business Manager	e. Head of Youth Services	h. Facilities Manager
c. Head of Circulation and Technical Services	f. Marketing Manager	
2. The library would continue to operate under the provisions of the District Library Law, any mandates from the Library of Michigan, and would stay in compliance with all Michigan laws and City of Portage ordinances.
3. The Library Board would meet with the departing Library Director (if appropriate) and Business Manager to discuss procedures to be followed for the public announcement of the Library Director's departure and the appointment of an Interim Library Director from the Administrative Team (either the Head of Adult Services or Head of Youth Services). The Library Board Chair would contact the library's attorney about a contract for the Interim Library Director that would define the duration of the temporary appointment and appropriate compensation.
4. The Library Board, the departing Library Director (if appropriate) and the Administrative Team would meet in special session to discuss the process to be followed by the Library Director's succession/replacement. A timeframe would be developed, and specific responsibilities during the interim administration would be identified. A schedule for regular progress meetings with the Library Board Chair would also be established.
5. The Library Board and the departing Library Director (if appropriate) and the Library Marketing Manager would put together and issue a news release to the media about the impending departure of the Library Director and would contact the following individuals and institutions to inform them of the administrative change taking place at the library:

a. Library Attorney	d. Library of Michigan (State Librarian)	g. Portage Public Schools (Superintendent)
b. City of Portage (Manager)	e. Media	h. SMLC Members (Directors)
c. Kalamazoo County Clerk	f. Michigan Library Association	

6. The Library Board and departing Library Director (if appropriate) and the Interim Library Director would work together to identify a list of "priority action items" that would need to be addressed at the library during the interim administration and would determine how to allocate resources best to preserve the library's culture and maintain momentum.
7. The departing Library Director (if appropriate), the Interim Library Director and the Administrative Team would develop a "transfer of knowledge" plan. The plan would include accounting information, administrative procedures, bank information, Board policies, budget documents, circulation procedures, current contracts, emergency procedures, facilities checklists, institutional benchmarks and standards, legal requirements, security codes and any other important information. This information would later be conveyed to a replacement Library Director.
8. The Library Board Personnel Committee would work with the departing Library Director (if appropriate) and the Business Manager to review and update the Library Director's job description and prepare a job posting advertisement.
9. The Library Board Personnel Committee or an appointed Search Committee would investigate and then recommend a search process to be followed to replace the Library Director, and the Library Board would vote to accept it. The following decisions would need to be made by the Library Board:
 - a. Selection criteria to be used in the search process (requirements for Library Director position)
 - b. The scope of the search (national search?)
 - c. Method of searching (engage an outside search firm?)
 - d. External involvement (community input in the selection process?)
 - e. Internal involvement (staff and peer input into selection process?)
 - f. Budgetary implications (acceptable cost for search process?)
 - g. The timetable for replacing Library Director (6 to 9 months?)
 - h. Who will evaluate the first-round candidates? (Search firm and Library Board?)
 - i. Who will interview final candidates? (Search firm, Library Board, Community in Meet the Candidates open session?)
 - j. Compensation package to be offered to the successful candidate? (Library Board Personnel Committee and labor attorney)
10. Once interviews have taken place and a final decision has been made by the Library Board a formal job offer with a compensation package is extended to the candidate.
11. After the offer has been accepted, a public announcement of the selection of the new Library Director will be made by the Library Board with the assistance of the Library's Marketing Manager and the Assistant to the Director.
12. The Library Board and the Administrative Team would jointly plan a community event to welcome the newly hired Library Director.
13. The Library Board and new Library Director would meet to decide on initial first steps to be taken and future direction for the library.
14. The new Library Director would begin administration of the library.

For Executive Limitation Policy:

Emergency Library Director Succession

Temporary and Long-Term

In order to protect the Library Board from sudden loss of the Library Director's services, the Library Director will identify two other public service professionals familiar with Library Board and Library Director issues and processes who would be able to successfully substitute during the Library Director's absence on an emergency temporary or long-term basis. Accordingly, the Library Director shall not:

Policy: **1. Fail to have a plan in place for emergency Library Director succession, (temporary) which would utilize internal library public service professionals.**

Director's Response: **EMERGENCY (TEMPORARY) SUCCESSION (Short-Term absence up to 6 weeks)**

In the event that the Library Director must be absent from the Portage District Library on an emergency (temporary) basis for a period of more than (3) days and not exceeding (6) weeks, then the succession plan is as follows:

- A. Either the Head of Adult Services or the Head of Youth Services will be designated as a substitute for the Library Director during his/her emergency (temporary) absence from the library, with the support of the Library Administrative Team.
- B. The Library Director will notify the Library Board Chair in advance (if possible) about the need for an emergency (temporary) absence and the expected duration of the short-term leave.
- C. While substituting for the Library Director during his/her short-term absence, the Emergency (Temporary) Successor will communicate on a regular basis with the Library Board Chair and will keep him/her informed of any major issues facing the library or any board action needed.
- D. The Library Business Manager will oversee all financial transactions, during the Library Director's short-term absence.
- E. During the Library Director's short-term absence, the Emergency (Temporary) Successor will act on behalf of the Library Director in all aspects of library administration and operation, and will interact with the Library Board regularly, including preparing library board agenda materials and presenting that information at Library Board meetings.
- F. During the Library Director's short-term absence, any personnel issues that may arise will be handled jointly by the Emergency (Temporary) Successor and the Library Business Manager.
- G. During the Library Director's short-term absence, the Emergency (Temporary) Successor will comply with all Executive Limitations Policies and will consult with the Library Board Chair as necessary.
- H. The Emergency (Temporary) Successor's substitution assignment will end when the Library Director returns from his/her short-term absence, or by a Library Board directive.

Policy: 2. Fail to have a plan in place for emergency Library Director succession, (temporary) which would utilize internal library public service professionals.

Director's Response: The Library Business Manager has not been designated as the Library Director's Emergency (Temporary) Successor during any short-term absence. To avoid any conflict of interest, the roles and duties of the Library Business Manager and the Library Director are clearly defined and separated. For example, the Business Manager generates purchase orders and expends funds, and the Library Director monitors expenditures and signs checks to pay invoices, so there is always a check and balance system in operation.

Policy: 3. Fail to have a plan in place for Library Director succession/ replacement that would utilize either an internal public service professional or an outside professional designated by the Library Director and approved by the Library Board.

EMERGENCY (LONG-TERM) SUCCESSION (Long-Term Absence 6 wks. to 1 Year)

Director's Response: In the event that the Library Director must be absent on an emergency (long-term) basis from the Portage District Library for a period of more than (6) weeks and up to (1) year, then the succession plan is as follows:

- A. The Library Director (if possible), in consultation with the Library Board, will identify a professional either inside or outside of the library who will substitute for the Library Director during his/her long-term absence from the library.
- B. The Library Director will notify the Library Board Chair in advance (if possible) about the expected length of his/her absence and make a recommendation for the person to serve as Emergency (Long-Term) Successor.
- C. The Library Board will hold a special meeting to consider appointment of an individual as the Library Director's Emergency (Long-Term) Successor, and will also identify the terms and conditions of the assignment as well as the probable duration. If the professional is from inside the library, an adjustment will be made to the individual's compensation according to the length of substitution time for the Library Director. If the person is from outside the library, compensation for the substitution period covering the Library Director's long-term absence will be negotiated with the Library Board.
- D. During the Library Director's long-term absence, the Emergency (Long-Term) Successor will communicate on a regular basis with the Library Board Chair and will keep him/her informed of any major issues facing the library or board action needed.
- E. All financial transactions, during the Library Director's long-term absence, will be reviewed by the Emergency (Long-Term) Successor in consultation with the Library Business Manager.
- F. During the Library Director's absence, the Emergency (Long-Term) Successor will act on behalf of the Library Director, with the support of the Library Administrative Team, in all aspects of library administration and operation, and will interact with the Library Board regularly, including preparing library board agenda materials and presenting that information at Library Board meetings.
- G. During the Library Director's long-term absence, any personnel issues will be handled by the Emergency (Long-Term) Successor in consultation with the Library Business Manager.
- H. During the Library Director's absence, the Emergency (Long-Term) Successor will comply with all Executive Limitations and Policies of the Library Board and will consult with the Library Board Chair as necessary.
- I. The Long-Term Emergency Successor's substitution assignment will end upon return of the Library Director from his/her long-term absence, or by a Library Board directive.
- J. In the event that the Library Director's long-term emergency absence changes to a resignation or termination, the Library Board will then refer to the "Library Director Succession/Replacement Plan" that was updated and presented to the Library Board in February 2026.

Policy: 4. Fail to produce a monitoring report about emergency Library Director succession to the Library Board on an annual basis.

The Library Board's annual calendar is developed and ready at the beginning of each new fiscal year, with a list of all the required activities for that year, including due dates for written monitoring reports from the Library Director.

The Monitoring Report for the Executive Limitation on Emergency Library Director Succession appears on the board's annual calendar in the month of February. In compliance with that requirement, this report has been written and included in the board agenda packet for the board meeting of February 23, 2026.

Monitoring Report

For Executive Limitation Policy:

Treatment of Consumers

With respect to interactions with consumers or those applying to be consumers, the Library Director shall not cause or allow conditions, procedures, or decisions, which are unsafe, undignified, which invade privacy, or are unnecessarily intrusive, and shall not:

Policy: 1. Use application forms that elicit information for which there is no clear necessity.

Director's Response: The application form used by the Portage District Library contains standardized language that is appropriate for a non-profit, tax-supported institution, and that has been examined by legal counsel for compliance with federal and state laws. In addition, there are no questions on the form that attempt to elicit information for which there is no clear necessity. The library has been using this application form since 1998 when it became a district library, and there have been no challenges by applicants or others to its content. In 2019, the Library Director and Business Manager made the decision to remove the requirement to provide a social security number on the application.

To further ensure that all library forms and activities are in compliance with this Executive Limitation Policy, the Library Employee Handbook reinforces these requirements as follows: *"Portage District Library will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws, and to refrain from any illegal, dishonest, or unethical conduct."*

Policy: 2. Use methods of collecting, reviewing, transmitting, or storing client information that fails to protect against improper access to the material elicited.

Director's Response: Currently, the library has the following procedures in place to protect the privacy of patron information.

PROTECTION of PRIVACY:

- Symphony (library automation system) updates with password protections.
- Measures have been taken to ensure the security of online e-mailing of overdue and reserve notices to patrons.
- Procedures are in place at all desks to guard against revealing private information.
- Patron data base is reviewed on a schedule to update old information.
- There is a regular schedule in place (quarterly) for deletion of unused patron accounts going forward. The purging process assures that we do not keep any unnecessary personal information in our patron database.
- Self-serve computer print stations with vending capability are available to patrons to print and retrieve their own personal print jobs without the assistance of library staff for more convenience and to ensure their privacy.
- Fax service (outgoing only) is also available to patrons to enable unassisted personal fax transmissions.
- The Library Confidentiality Policy was reviewed and approved by the Library Board and at the February 24, 2025 board meeting. All employees are informed about the policy and trained to follow the specific process for safe-guarding patron privacy.
- The library re-approved the FOIA Policy on December 15, 2025 as required on the Library Board's Annual Calendar.

Policy: 3. Fail to provide appropriate accessibility and privacy in facilities.

The Portage District Library is ADA compliant with a wheelchair accessible entrance, elevators, computer stations and restroom facilities. There is also a wheelchair available for use upon request on the premises, and elevators that provide barrier-free entrance & transport.

- Privacy is also ensured for our patrons' information by having an employee code of conduct at the library that requires staff to maintain confidentiality of all patron information.
- More seating has been provided in areas near the entrance to afford those with special needs a place to sit upon arrival, in preparation for leaving, or while waiting for assistance.
- The Adult Services areas are arranged for accessibility and privacy with advantageous placement of furnishings, wider aisles and pathways, lower, easier-to-reach shelving with wide open sight lines and unobstructed seating space.
- Youth Room is arranged to make children's browsing areas more accessible and to create less obstructed sight lines for staff to monitor activities in that area.
- There is a Staff Lounge on the second floor, away from the public area, for employees to take break periods so as not to interfere with patron activities and to provide privacy for staff.
- Privacy is offered to patrons by providing patrons access to study rooms on the main level, youth and teen only meeting rooms on the lower level, and (4) other meeting rooms that are available for public use for a rental fee. There are numerous, individual study table & chair groupings throughout the library that provide places for people to read, study and work in an uninterrupted manner.
- Meeting room rentals are handled confidentially and are listed on the calendar only according to information that the renter provides to the library.
- More casual seating has been provided throughout the library to present a friendlier more comfortable atmosphere for all visitors.
- The Teen Room has been furnished in an appealing way to make it more accessible and comfortable to that age group.
- The Preschool Room has age appropriate learning toys and the floor plan is safe for small children and enables parents and caregivers to easily observe them. There is an attached family bathroom and two nursing/quiet rooms for patrons to utilize.

Policy: 4. Fail to establish with consumers a clear understanding of what may be expected and what may not be expected from the service offered.

The library continues to handle its communications with library patrons in an excellent manner, using clear cut and easy-to-understand signage, flyers, posters, brochures, e-newsletters, and website information. All promotional materials are carefully developed to convey important messages to library users that will specifically describe new services (i.e., New York Times and Wall Street Journal online subscriptions) or changes in services (i.e., Evanced to Communico, Non-Resident Fee; Library Closings, Friends' Book Sale dates, the library app, etc.) Any enhancements to library services are conveyed to library users via the library's monthly e-newsletter, inserts in The Portager, large posters placed throughout the library, and with banner advertisements on the library's website. The library also uses digital signage to advertise upcoming programs to patrons.

- The library's e-newsletter transmits useful library related information to patrons.
- In addition, other methods are used to communicate, such as:
- The library's website content was updated so that content in several areas of the site is current and dynamic and visually pleasing when viewed on a mobile device.
- The library has a Social Media Committee that is focused on developing meaningful, engaging, and newsworthy content for the library's Facebook and Instagram accounts.

- Newsletters are sent via e-mail and are used to highlight library resources, programs, and services.
- Special phone, and e-mail communications are directed to home-based patrons to make sure they are up-to-date on library events, resources and services.
- Recorded message on the library's phone system are used to direct callers to the appropriate service points in the library and advertises any new services.
- Special promotional campaigns are conducted to "get the word out" about any new services available at the library.
- Any time that library resources and services are changed in any way, there is a publicity initiative undertaken to get the message out, through news releases, newspaper articles, and website alerts as was done with our new SMS Notifications initiative.
- Public surveys (both online and paper) are conducted regularly to gather information and feedback from patrons and then responses are used to assess library operations and services and to make any necessary changes.

Policy: 5. Fail to inform consumers of this policy, or to provide a way for persons to be heard who believe they have not been accorded a reasonable interpretation of their protections under this policy.

Currently, the library has the following procedures in place to ensure that patrons are heard:

- All public service staff is trained to ask library patrons, during interactions with them, if they found what they were looking for at the library.
- Electronic comment cards are available on the Library's website for users to submit online comments and paper comment cards are available at service desks.
- Evaluation forms are regularly handed out to patrons after library programs to get input on current and future program offerings.
- Patron surveys are conducted at regular intervals, both paper and electronic.
- All Library Board meeting notices are posted in high traffic locations and on the library's website and Library Board meetings are held onsite and open to the public at any time.
- Comments from library patrons are prompted by postings on the library's Facebook page.

Policy: 6. Fail to provide a written monitoring report to the Library Board once a year.

The Library Board's annual calendar is developed and ready at the beginning of each new fiscal year, with a list of all the required activities for that year, including due dates for written monitoring reports from the Library Director. The Monitoring Report for the Executive Limitation on Treatment of Consumers appears on the board's annual calendar in the month of February.

In compliance with that requirement, this report has been written and included in the board agenda packet for the board meeting of February 23, 2026.