

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting
March 23, 2026

300 LIBRARY LANE, PORTAGE, MICHIGAN 49002



NOTICE OF REGULAR MEETING

PORTAGE DISTRICT LIBRARY BOARD

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

The Library Board of the Portage District Library will hold a regular meeting on Monday, March 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: March 19, 2026

Quyen Edwards
Library Board Secretary

Portage District Library
300 Library Lane
Portage, MI 49002

AGENDA

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

V. Consent Agenda (5 minutes) (Vote)

- A. Minutes of the regular meeting held on February 23, 2026 (Info) Pg.5-8
- B. March 2026 Narrative (Info) Pg.9-12
- C. Financial Condition for February 2026 (Info) Pg. 13-14
- D. Statistical Report for February 2026 (Info) Pg. 15-16
- E. April 2026 Program Calendar (Info) Pg.17-18
- F. MLA Advocacy Update (Info) Pg.19

VI. Monitoring Reports (10 minutes)

- A. Asset Acquisition and Disposal Administrative Procedure (Info) Pg.20-23
- B. Monitoring Report on Executive Limitation: Asset Protection (Info) Pg.24-27
- C. Monitoring Report on Executive Limitation: Financial Planning & Budgeting (Info) Pg.28
- D. Monitoring Report on Executive Limitation: Financial Condition & Activities (Info) Pg.29-30

VII. Library Director's Reports (20 minutes)

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

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VIII. Process Evaluation (5 minutes total)

- A. Suggestions for Agenda Items to be included on the April 27, 2026 Board Meeting
 - 1. Minutes of the Regular Meeting held on March 23, 2026.
 - 2. Review of Art Exhibit Gift Policy.
 - 3. Review of Programming Policy.
 - 4. Review of Library of Things Policy
 - 5. Report from Board Liaison to the Friends of the Library.
 - 6. Scheduling of mid-year meeting with the Library Director.
 - 7. 1st Quarter Financial Report for FY 2026.
 - 8. 1st Quarter 2026 Strategic Plan Report
 - 9. Monitoring Report on Executive Limitation: Fundraising Activities.
- B. Miscellaneous

IX. Adjournment

MINUTES

From the February 23, 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, and Linda Whitlock

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

Library Staff Absent: Ben Chee

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

Library Board Chair Jeanne Friedman welcomed everyone to the February 23, 2026 Library Board Meeting. She asked if anyone present had any comments.

A. Comment from Board Chair Friedman -

Friedman said she has recently attended two programs at PDL - One presented by Rebecca Rupe, Archives/Collections Coordinator for the Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians (Gun Lake Tribe) and Educate and Caffeinate to learn about coffee.

B. Comment from Trustee VanderVries -

VanderVries said she was in DC recently for NACo (National Association of Counties) where the topic of the anti tax movement was discussed. There are at least 20 states going through anti-tax related ballot proposals. It is concerning because of the ways it could significantly alter funding for local governments.

V. Adoption of the Agenda for the Regular Meeting of February 23, 2026

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

MOTION: It was moved by Trustee VanderVries and supported by Behr that the Library Board adopt the agenda for the regular meeting of February 23, 2026. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

VI. Consent Agenda

Library Board Chair Friedman asked if there were any changes needed to the consent agenda for the February 23, 2026 board meeting before its adoption and none were requested.

- A. Minutes of the regular meeting held on January 26, 2026
- B. February 2026 Narrative
- C. Financial Condition for January 2026
- D. Statistical Report for January 2026
- E. March 2026 Program Calendar

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- F. Review of Confidentiality Policy
- G. Review of Social Media Policy
- H. Review of Lost and Found Policy
- I. MLA Advocacy News

MOTION: It was moved by Trustee Vander Vries and supported by Trustee Terry that the Library Board adopt the consent agenda for the regular meeting of February 23, 2026. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

VII. Governance

A. Introduction of New Full Time Staff

The Library Board was introduced to Jacob Lambert and Jamie McKinney. Lambert was a part time Adult Services Customer Service Associate until he was promoted to full time Adult Services Librarian in October 2025. McKinney was one of the part time Makerspace Assistants and she was promoted to Makerspace Coordinator this February.

B. Review and Approve Library Board Bylaws

Library Director Klien said that this item on the agenda is the yearly review of the Library Board Bylaws. There were no changes made and trustees had no discussion.

MOTION: It was moved by Trustee VanderVries and supported by Trustee Terry that the Library Board approve the Library Board Bylaws. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

C. Report for Friends of the Library.

Co-Liaison to the Friends, Trustee Terry gave the Friends of the Portage District Library Board Meeting Update. The Friends had a long meeting this month. They approved requests for funding for the Summer Reading Program, Geek Fest, and more. They have a new flyer to put in bags at their sales which explains who the Friends group is and what they do for the library as a separate organization. In February, the book sale made approximately \$3,300.

D. Budget Amendment for Friends of the Library Donation

Trustees reviewed the specific items that were proposed and approved by the Friends. Board Chair Friedman asked for a motion.

MOTION: It was moved by Trustee Vance and supported by Trustee Baker that the Library Board approve the budget amendment for the Friends of the Library donation as recommended. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

VIII. Ends Development

A. Donations Report for Funds Received in 2025

Business Manager Foti reminded trustees that donations are not budgeted for each fiscal year and must therefore be approved by budget amendment. Presented in the packet are the donations from the end of FY 2025 that have been designated for specific use as well as the total amount of undesignated funds.

Foti highlighted a column in the report that is new this year - distribution of estates and trusts. The

MINUTES

library has been the recipient of two generous donations in this category in 2025.

B. Memo Regarding Budget Amendments for Restricted Donations and Allocation of 2025 Donations.

Business Manager Foti reported \$950 in designated donations from 2025. He said Library Admin staff have also discussed options for the Undesignated Donations in ways that would enhance services to our community. We will bring recommendation to the board later in the year.

MOTION: It was moved by Trustee Baker and supported by Trustee VanderVries that the Library Board approve the budget amendment for designated donations as presented. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

I. Monitoring Reports (10 minutes)

A. Monitoring Report: Emergency Library Director Succession.

Library Director Klien reminded trustees that this monitoring report lays out plans for an emergency if the Director were to suddenly leave.

B. Monitoring Report: Succession/Replacement Plan.

Library Director Klien reminded trustees that this monitoring report lays out plans for a permanent replacement for a Library Director if they were to resign or retire.

C. Monitoring Report: Treatment of Consumers.

Disposition: Trustees received the monitoring reports.

IX. Library Director's Reports

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

Library Director Klien reminded trustees that STEAM Librarian Jane Fleming is retiring at the end of the week. With the hiring of the new Makerspace Coordinator Jamie McKinney, the Makerspace is becoming its own department. McKinney will report directly to the Library Director and have the ability to do both Adult and Youth focused programming.

Klien said that she is pleased to report that Dan Jaqua will do his presentation on economic and community development in our area in May.

X. Process Evaluation

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

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XI. Adjournment

Library Board Chair Friedman said if there was no further business to be considered, that she would entertain a motion to adjourn the regular board meeting of February 23, 2026.

It was moved by Trustee VanerVries and seconded by Behr to adjourn the meeting. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

DISPOSITION: The regular board meeting of February 23, 2026 was adjourned at 6:22 PM.

Recorded and Transcribed by,



Quyen Edwards

Library Board Secretary

Director's Report

March 2026

Adult Services

On Tuesday, February 10th, Librarian [Ruth Cowles](#), Librarian [Abby Pylar](#), CSA [Tyler Flores](#), and willing volunteer, Eric Cowles hosted Speed Gaming. Just like speed-dating, this is a night when participants can try out games from the Library of Things in 30-minute increments, switching tables until they have sampled all four games. All of the games are available for check-out at the end of the night. The 16 patrons who participated enjoyed not only learning new games but also meeting others who share an interest in board games. Laughter could be heard all the way to the Youth desk.

On February 4th, Adult Services Librarian [Rachael Wiegmann](#) hosted "The Hidden Messages in Quilts" with Pam Chapman. Fifty-three people attended this captivating presentation. Mrs. Chapman brought a couple of her quilts to put on display. One of the quilts was based on what would have been displayed during the times of the Underground Railroad. The quilt squares include the Monkey Wrench, Wagon Wheel, Bear's Paw, Crossroads, Log Cabin, Shoofly, Bowtie, Flying Geese, Drunkard's Path, and the North Star.



On Saturday, February 28th, Adult Services Librarian [Jacob Lambert](#) hosted another iteration of Saturday Sound Immersion with the Wind Willow Consortium. The event featured a full set of musicians and instruments ranging from gongs and drums to Tibetan singing bowls that allowed patrons to relax and fully engage in the moment for an hour of skillful and soothing music. The event was filled to capacity with over 34 attendees and 8 performers.

Patron reaction: "The hour flew by with how hypnotizing the performance was!" and "I wish we could do this every weekend!"

In February, Adult Services Librarian [Rachael Wiegmann](#) applied for and was accepted as a location on the 2026 Michigan Notable Books Author tour. Dr. Cheryl L. Neely, the author of *No Human Involved: The Serial Murder of Black Women and Girls* and *the Deadly Cost of Police Indifference* will be at the Portage District Library on Saturday, May 30th at 11 AM.

Youth Services

In February, Youth Staff visited all the Kindergarten and Young 5s classes at seven of the eight Portage Public School elementary schools. Staff printed and handed out 577 Library PASS cards and encouraged students to visit PDL. Some new cardholders were so excited that they visited the library the same day!



Youth Staff members [Andrea Smalley](#), [Sarah Hatley](#), [Emily Mingle](#) and Makerspace Coordinator [Jamie McKinney](#) hosted 4th grade classes from Central Elementary School. The fourth graders took a walking field trip to the Makerspace where they explored Hexbugs, 3D pens, Sphero Indi cars, the button maker, and more.

Head of Circulation [Abby Pylar](#) and Youth Outreach Librarian [Andrea Smalley](#) met with PNHS math teachers to plan a collaboration on a new community-based Statistics Course for PNHS students.

Youth Outreach Librarian [Andrea Smalley](#) collaborated with WMU's Haenicke Institute Asian Initiatives Unit for a Lunar New Year celebration on February 20th. Attendees learned about Lunar New Year traditions, practiced calligraphy, and played traditional games to celebrate the start of the Year of the Fire Horse.

Youth Staff member [Kristy Zeluff](#) attended a dance for friends and family at the WoodsEdge Learning Center and was able to visit with many of the students who come to the library for community based instruction.

Youth staff members [Jenni Chase](#) and [Kristy Zeluff](#) conducted another Preschool STEM Event on Tuesday, February 24th. This is the fourth such event, and the chance for preschoolers to have experiential learning with STEM activities is well received.

Youth Staff [Laura Wright](#) hosted a hands-on Mad Hatter's Tea Party for elementary-aged children and their grownups. Children completed craft projects and themed challenges like the Tweedle Dee Toss.

Youth Staff [Laura Wright](#) and our Portage Northern Book Buddy volunteers hosted this year's first Elementary Maker Minute, an Arts and Crafts Buffet.

Makerspace

The Makerspace has been hosting artist Anna Barnhart as the Maker-in-Residence. During the month of February she has led 4 drop-in sessions to create the community project "Molecules." You can see this project in the front windows of the library, I recommend viewing it on a sunny day. Anna also instructed a program on February 24th "Book Bag Painting" that filled up quickly. Our Maker-in-Residence has 2 more drop-in programs as well as a collage project on March 14th.



The Portage District Library's Maker-in-Residence program invites makers, artists, and creators from all backgrounds to work on a project, share their skills, and engage with library patrons through workshops and events for all ages.

Artist Bio

An artist from Southwest Michigan, you'll find Anna Barnhart's work defined by the thick texture and colorful illustrations created with versatile acrylic paint. Her nature-inspired artwork can be seen in art fairs, her website, YouTube channel, and at the occasional farmer's market or craft fair.

Visit Anna during her drop-in hours to work on a community project, or attend one of her workshops.

Learn more online at: <https://qrco.de/makerinresidencepdl>



Circulation & Technical Services

During the month of February, we had 871 students use their PASS cards. We sent 2839 SMS messages regarding holds, overdue items, bills, and membership renewals.

Personnel

Jane Fleming retired on February 28, 2026 and the library promoted *Jamie McKinney* to be the new Makerspace Coordinator. As a result, the Library has advertised an open position for a Makerspace Asst. and has been conducting interviews. A decision on a candidate is expected by March 25, 2026.

The library is also interviewing for Library Aides to shelve collections. A decision on candidates is expected by the end of March.

All job descriptions have been updated and have been submitted to ElementOne for final review. Once that is complete, the Annual Review project with ElementOne will continue. *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. Along with this, they are also getting professional development on Family Medical Leave Act (FMLA), in preparation for the potential of staff eligibility later this year. Preparations are beginning for the Library's annual financial audit. Fieldwork will begin with Rehmann in early May and conclude with the audited financial statement presented to the library board in June.

Information Technology

In February 2026 the IT Department placed its order for public access computers, established its non-profit status with Microsoft and Adobe for software orders for public access computers and began the process of moving to deepfreeze cloud edition. This refresh/upgrade project provides patrons with reliable and modern equipment to access the information and resources they desire. The library will begin testing mobile devices in addition to its desktop computers.

The IT department completed its transition from traditional copper (POTS) phone lines to battery backed multipath solutions (Cellular and VoIP) solutions for its elevators and security solutions.

The IT department continues to monitor, upgrade, and patch its business software solutions and enterprise network hardware devices in accordance with both best practices and vendor recommendations.

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 \$7,746,111
Expenditures \$3,112,048

Fund	1/31/2026	Changes	2/28/2026
General Reserve (13%)	\$ 915,639	-	\$ 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 Response: No unbudgeted purchase that exceeds \$10,000 has been made.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Statistical Report

February 2026

	Month Statistics			YTD Statistics		
	Feb-26	Feb-25	CHANGE	2026	2025	CHANGE
Circulation/Collections						
Total Library Circulation	74,879	77,148	-2.94%	157,808	159,829	-1.26%
Adult - Books	15,554	15,843	-1.82%	32,417	33,399	-2.94%
Adult - A/V	2,636	2,599	1.42%	5,727	5,680	0.83%
Youth - Books	27,616	28,683	-3.72%	57,199	57,461	-0.46%
Youth - A/V	2,746	2,517	9.10%	5,450	4,966	9.75%
Hot Picks	731	543	34.62%	1,615	1,156	39.71%
E-Material	24,048	25,342	-5.11%	52,178	53,748	-2.92%
ILL - PDL Requests	937	955	-1.88%	1,935	2,078	-6.88%
ILL - Other Lib. Requests	611	666	-8.26%	1,287	1,341	-4.03%
Self-Checkout Percentage	52.00%	53.84%		53.32%	53.56%	
Total Library Collection	176,891	178,592	-0.95%			
Adult - Books	70,422	71,297	-1.23%			
Adult - A/V	7,791	9,865	-21.02%			
Youth - Books	91,197	87,675	4.02%			
Youth - A/V	5,867	7,228	-18.83%			
Hot Picks	1,614	2,527	-36.13%			
Net Acquisitions	541	541	0.00%	2,097	790	165.44%
Purchased - Books	2,194	1,938	13.21%	5,385	4,241	26.97%
Purchased - A/V	180	87	106.90%	434	236	83.90%
Donated - Books	0	0	0.00%	0	0	0.00%
Donated - A/V	0	0	0.00%	0	0	0.00%
Material Discarded	(1,833)	(1,484)	-23.52%	(3,722)	(3,687)	-0.95%
Total In-House Usage*	0	0	n/a	n/a	n/a	n/a
In-House Periodical Usage	n/a	n/a	n/a	n/a	n/a	n/a
In-House Book Usage	n/a	n/a	n/a	n/a	n/a	n/a
Patrons						
Total Patrons	34,435	33,711	2.15%			
Adult	17,878	17,120	4.43%			
Youth	1,858	2,088	-11.02%			
Non-Resident	261	229	13.97%			
Reciprocal	4,054	3,507	15.60%			
Internet User	1	625	-99.84%			
PASS Users	10,326	10,082	2.42%			
Professional	57	60	-5.00%			
Net Patrons	189	195	-3.08%	301	391	-23.02%
Adult	185	200	-7.50%	353	405	-12.84%
Youth	11	9	22.22%	18	17	5.88%
Non-Resident	1	0	100.00%	3	3	0.00%
Reciprocal	76	72	5.56%	156	159	-1.89%
Internet User	0	31	-100.00%	0	62	-100.00%
PASS Users	43	23	86.96%	43	56	-23.21%
Professional	0	1	-100.00%	1	1	0.00%
Patrons Removed	(127)	(141)	9.93%	(273)	(312)	12.50%

Statistical Report

February 2026

	Month Statistics			YTD Statistics		
	Feb-26	Feb-25	CHANGE	2026	2025	CHANGE
Library Building Usage						
Total Meeting Room Usage	776	959	-19.08%	1,647	1,769	-6.90%
Internal/Collaboration	113	125	-9.60%	227	240	-5.42%
External/Outside Usage	663	834	-20.50%	1,420	1,529	-7.13%
Total Program Audience	3,405	2,846	19.64%	6,034	6,251	-3.47%
Adult	857	771	11.15%	1,782	2,282	-21.91%
Youth	2,347	1,875	25.17%	3,928	3,688	6.51%
Heritage Room	201	200	0.50%	324	281	15.30%
Total Number of Programs	107	100	7.00%	202	194	4.12%
Adult	52	46	13.04%	102	101	0.99%
Youth	52	52	0.00%	93	89	4.49%
Heritage Room	3	2	50.00%	7	4	75.00%
Total Volunteer Hours	161	282	-42.91%	309	453	-31.79%
Adult	54	91	-40.66%	103	143	-27.97%
Youth	34	100	-66.00%	62	151	-58.94%
Technical	9	22	-59.09%	20	35	-42.86%
Circulation	32	35	-8.57%	60	58	3.45%
Administration	32	34	-5.88%	64	66	-3.03%
Community Service	0	0	0.00%	0	0	0.00%
Total Front Door Traffic	17,193	17,542	-1.99%	35,425	35,853	-1.19%
Total Youth Services Traffic	13,301	13,359	-0.43%	27,310	27,355	-0.16%
Total Business Center Traffic	0	0	0.00%	0	0	0.00%
Information Access/Reference/Research						
Total Reference Transactions	7,701	6,040	27.50%	16,535	13,521	22.29%
Adult Phone	579	575	0.70%	1,327	1,290	2.87%
Adult Ready Reference	1,015	1,363	-25.53%	2,151	3,023	-28.85%
Adult Reference	105	186	-43.55%	194	435	-55.40%
Youth Phone	61	73	-16.44%	184	191	-3.66%
Youth Ready Reference	2,594	2,561	1.29%	5,655	5,929	-4.62%
Youth Reference	167	271	-38.38%	359	547	-34.37%
HR Phone	4	7	-42.86%	12	23	-47.83%
HR Ready Reference	291	299	-2.68%	517	455	13.63%
HR Reference	8	7	14.29%	24	13	84.62%
Circ Phone	541	456	18.64%	1,194	1,083	10.25%
Circ Ready Reference	1,544	68	2170.59%	2,382	152	1467.11%
Circ Reference	792	174	355.17%	2,536	380	567.37%
Total Edutainment LAN Use	0	0	0.00%	0	119	-100.00%
Total Internet Computer Use	1,671	1,676	-0.30%	3,321	3,248	2.25%
Youth Computers	197	215	-8.37%	404	428	-5.61%
Adult Computers	1,472	1,457	1.03%	2,913	2,812	3.59%
Laptop Computer Circulated	2	4	-50.00%	4	8	-50.00%
Total Electronic Transactions	64,974	42,289	53.64%	130,642	83,300	56.83%
WebSite Hits	53,676	30,988	73.22%	108,340	61,020	77.55%
WebCatalog Sessions	9,887	9,980	-0.93%	18,794	18,845	-0.27%
Licensed Database Hits	1,411	1,321	6.81%	3,508	3,435	2.13%

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

Christy Klien, Library Director

April Fools!

Drop-in family fun for April Fools' Day

Wednesday, April 1

12:00am - 11:59pm

Immaculate Snacks & Gaming

Wednesday, April 1

3:30pm - 4:30pm

Muffins and the Market

An investment discussion group.

Thursday, April 2

9:00am - 10:00am

Family Springtime Fun

For K-5th graders and their favorite adults

Thursday, April 2

2:00pm - 3:30pm

Baby/Toddler Storytime

Monday, April 6

9:30am & 10:30am

Kalamazoo County

Historical Society

Monday, April 6

7:00pm - 8:30pm

Family Storytime

Tuesday, April 7

9:30am & 10:30am

Discussion on Racial Relations with Donna Odom

A Reading Together 2026 Event

Tuesday, April 7

6:00pm - 7:30pm

Teen Advisory Group

Tuesday, April 7

6:30pm - 7:30pm

Baby/Toddler Storytime

Wednesday, April 08

9:30am & 10:30am

Kids' Dip Club

3rd - 5th Grades

Wednesday, April 08

4:30pm - 5:30pm

Middle Grade Book Club

4th-6th Grade

Wednesday, April 8

6:00pm - 7:00pm

Pub(lic) Library Trivia

American History

Wednesday, April 8

6:30pm - 8:00pm

Bedtime Storytime

Thursday, April 9

6:30pm - 7:00pm

Documentary and Donuts

Midnight Family.

Friday, April 10

10:00am - 1:00pm

Friends of the Library

Members Only

Book Sale

Friday, April 10

4:00pm - 5:30pm

Friends of the Library

Book Sale

Saturday, April 11

9:00am - 3:00pm

Daughters of the American Revolution

Lucinda Hinsdale Stone Chapter

Saturday, April 11

1:00pm - 2:00pm

Baby/Toddler Storytime

Monday, April 13

9:30am & 10:30am

Elementary Maker Minute - Dioramas and Miniatures

For K-5th graders and their favorite adults

Monday, April 13

4:00pm - 5:30pm

Move & Groove Storytime

Tuesday, April 14

9:30am - 10:00am

Generative Artificial Intelligence Writing Workflows

with Dr. Brian Gogan

Tuesday, April 14

2:00pm - 3:00pm

Spring Home Maintenance with Community Homeworks

Tuesday, April 14

6:00pm - 7:00pm

Teen LGBTQ+ Meet-Up

Tuesday, April 14

6:30pm - 8:00pm

Baby/Toddler Storytime

Wednesday, April 15

9:30am & 10:30am

WMU Student Poetry Reading

Celebrate National Poetry Month!

Wednesday, April 15

5:00pm - 6:00pm

Muffins and the Market

An investment discussion group

Thursday, April 16

9:00am - 10:00am

Yoga with Apral

A gentle approach

Thursday, April 16

4:00pm - 5:00pm

Introduction to Manga Drawing--Animals

For 2nd-5th Grade Beginners

Thursday, April 16

6:00pm - 7:00pm

Bedtime Storytime

Thursday, April 16

6:30pm - 7:00pm

International Mystery Book Discussion

"The Sicilian Inheritance,"

by Jo Piazza

Thursday, April 16

7:00pm - 8:00pm

Author Hop 2026!

Friday, April 17
5:00pm - 8:00pm

Kalamazoo Macintosh

Users' Group

Saturday, April 18
9:00am - 12:00pm

Saturday Sound Immersion

Saturday, April 18
10:30am - 11:30am

Daughters of the American Revolution

Lucinda Hinsdale Stone Chapter

Saturday, April 18
1:00pm - 2:00pm

Baby/Toddler Storytime

Monday, April 20
9:30am & 10:30am

Kalamazoo Valley Genealogical Society

General Meeting & Program

Monday, April 20
7:00pm - 8:30pm

Family Storytime

Tuesday, April 21
9:30am & 10:30am

Purl for Portage

A Yarn Arts Club

Tuesday, April 21
6:00pm - 8:00pm

Baby/Toddler Storytime

Wednesday, April 22
9:30am & 10:30am

Kalamazoo Area Wild Ones

Looking Back, Looking Forward, Listening to the Land

Wednesday, April 22
6:30pm - 8:00pm

Drop-In Genealogy Help

Solve your Genealogy Roadblocks

Thursday, April 23
10:00am - 12:00pm

Bedtime Storytime

Thursday, April 23
6:30pm - 7:00pm

Baby/Toddler Storytime

Monday, April 27
9:30am & 10:30am

Light Lunch and Literature

"The Bear," by Andrew Krivak

Monday, April 27
12:00pm - 1:00pm

Portage District Library Board Meeting

Monday, April 27
6:00pm - 8:00pm

Family Storytime

Tuesday, April 28
9:30am & 10:30am

Teen Murder Mystery Party

Tuesday, April 28
6:00pm - 7:30pm

Toddler Playtime

Wednesday, April 29
9:30am & 10:30am

House of Henna

Henna with Hemi

Thursday, April 30
5:30pm - 7:30pm

Introduction to Manga

Drawing--People

For 2nd-5th Grade Beginners

Thursday, April 30
6:00pm - 7:00pm

Bedtime Storytime

Thursday, April 30
6:30pm - 7:00pm

MLA ADVOCACY NEWS

February 2026

Youth Summit for the Right to Read

In 2026, we're excited for the Youth Summit for the Right to Read with BookRiot's Kelly Jensen, an Intellectual Freedom Summit for 100 library leaders, and regional coalition-building trainings with EveryLibrary. Stay tuned for more information in the coming months. Together, we're strengthening Michigan libraries, uplifting communities, and championing the right to read in 2026 and beyond!

MI Right to Read is an initiative led by the MLA, dedicated to safeguarding the right to read in Michigan. Visit MIRighttoRead.com today to join the coalition and take the pledge to protect every Michigander's right to read. MI Right to Read is funded in part by the Mellon Foundation.

Celebrate March is Reading Month with Your Local Legislators

This March, libraries across the state will celebrate literacy, learning, and the lifelong impact of reading during March is Reading Month. It's also an important moment to showcase the many ways libraries lead and strengthen their communities, from early literacy and beyond.

March is Reading Month is the perfect opportunity to invite your local legislators to visit the library. Bringing your elected leaders into the building is a meaningful way to share your library's story and demonstrate the vital work libraries do in communities across the state. Whether it's a brief tour, a children's story time, or a casual coffee hour with constituents, these moments help legislators see firsthand how libraries support literacy, early childhood development, workforce readiness, and so much more.

It's also an opportunity to show your local legislators how the library can support their work, through constituent meetings or forums, and direct engagement with residents in a public space that's freely accessible to all. Even a short visit during regular library hours can help build relationships and leave a lasting impression. Whether it's your House Representative, State Senator, or City Manager, these visits create positive visibility for libraries and help foster connections that matter when funding and policy decisions are made.

Sending an email to your legislator's office is a good first point of communication, but it's always helpful to follow up with a phone call, too. Your elected leaders receive a lot of email communications, and you want to make sure your invitation isn't lost in the shuffle.

A simple invitation can help spark a meaningful connection for your library, and March is Reading Month is the perfect time to show legislators what your library means to the people they represent.

Asset Acquisition and Disposal

Administrative Procedure

I. CONTRACTING FOR GOODS & SERVICES AND CAPITAL IMPROVEMENTS

Goods and services are defined to include supplies, operating services, maintenance agreements, insurance policies, professional services, leases for equipment and facilities and Capital Improvements. Capital improvement are defined to include improvements to the Library building and site, and durable goods such as furniture, and movable equipment as needed to support Library operations, having a useful life of more than one (1) year.

II. PURCHASING AGENT

The Business Manager or his/her designee shall act as purchasing agent of the library and shall, with approval of the director, adopt any necessary rules respecting requisitions and purchase orders, in accordance with Library purchasing policies.

III. EXECUTION OF DOCUMENTS

The purchasing agent or his designees may sign all purchase orders to be issued on behalf of the library. The purchasing agent or Library Director must sign all other written contracts on behalf of the library, except where the Library Board has expressly authorized another party to sign written contracts on behalf of the library.

IV. PROHIBITED PURCHASES

The Library shall not purchase goods or services from:

- A. Any person or entity representing a conflict of interest with any Library Board member or Library employee without the express consent of the Library Board, consistent with all legal requirements.
- B. Any person or entity which the library is otherwise prohibited from contracting with by law.

V. PURCHASE ARRANGEMENTS

The purchasing agent, with the approval of the Library Director, shall be authorized to establish arrangements to make the purchase of goods and services more efficient including, without limitation:

- A. Establishing contractual arrangements and/or multiyear contracts with vendors by which items or services can be purchased for a fixed period of time at an established price. Notwithstanding any other provision of this policy, such contractual arrangements shall not be effective for more than three years without the express consent of the Library Board and shall not in any case be effective for more than five years. At the end of the contractual arrangement a new arrangement may be entered into with the same vendor only if a determination is made, the contractual arrangement determination by the purchasing agent affirming that the prices contained in the contractual arrangement continue to represent the best overall value and/or otherwise best meet the needs of the Library.

- B. Designating a vendor as a "preferred vendor" after determining that such vendor can provide goods or services to the library in a manner that conveys to the library the best overall value based on cost and expertise in their field where a long-term relationship with the library can bring the most efficient and effective service. A preferred status shall not be effective for more than three years without a new and additional determination by the purchasing agent affirming that the prices and expertise of the vendor would still provide the Library with the overall best value. At any time during the three year period, the Library may decide at its discretion to revoke preferred status from a vendor and begin the process of choosing another vendor for goods or service under the guidelines established in this document. Examples of such services that would benefit from a vendor having preferred status are: mechanical repair and maintenance, architectural, legal, banking, payroll, technology support and auditing.
- C. Establishing open accounts with vendors by which authorized Library personnel can procure goods needed for Library operations.
- D. Using electronic "purchase cards" or similar means through which authorized Library personnel can procure goods needed for Library operations.

The use of these or similar means of procurement must otherwise comply with all of the Library's purchasing requirements.

VI. PURCHASES UNDER \$5,000

Purchases involving expenditures of \$5,000 or less may be made with the approval of the purchasing agent.

VII. PURCHASES MORE THAN \$5,000 AND UNDER \$20,000

- A. Purchases of supplies, materials or equipment the cost of which is more than \$5,000 and less than \$20,000 or such other amount that may be established by the Library Board may be made in the open market by the purchasing agent, but such purchase shall be based on competitive prices and shall be awarded to the lowest competent vendor except as otherwise provided in this document.
- B. The agent may solicit prices verbally, by telephone or by written communication.
- C. In determining the competency of a bidder, the agent shall be guided by his judgment of the ability of the bidder to provide the required material or services in compliance with the specifications set forth. If the purchase is not made from the lowest bidder, a statement of the reasons for placing the order with a higher bidder shall be prepared by the agent and filed with the purchase order.

VIII. PURCHASES OR CONTRACTS OVER \$20,000

- A. Where the amount of a Library obligation is in excess of \$20,000 or such other amount as may be established by the Library Board and not previously approved in the Library Budget, and expenditure for supplies, materials, equipment, capital improvements or services must be approved by the Library Board.
- B. Sealed bids shall be obtained by the purchasing agent by mailing a copy of the specifications or requirements to such qualified vendors as may be known to him or by posting a copy of the request in the form of a newspaper advertisement.
- C. Where the interest of the library and the public good are best served, the library may elect to purchase from other than the lowest bidder. The approving authority for each purchase shall reflect in the official purchasing record the basis for any procurement not made from the lowest bidder.
- D. The library may reject any or all bids on a proposed purchase as determined to be in the best interest of the library.
- E. The library may elect, at its sole discretion, not to proceed with any proposed purchase for which it has sought bids, whether through public advertisement or otherwise.

- F.** All purchases must be approved by the purchasing agent or Library director before the library becomes obligated to a vendor by purchase order or by other contractual arrangement.
- G.** When other considerations are equal, contracts may be awarded to local vendors, based on, without limitation, their contribution to the local taxbase, prompt service based on close proximity, and the administrative benefit of having a local vendor.

IX. EXCEPTIONS TO COMPETITIVE BIDDING

Competitive bidding shall not be required in the following cases:

- A.** Where the subject of the contract is other than a public work or improvement and the product or material contracted for is not competitive in nature and no advantage to the Library could result from requiring competitive bidding, and the Library Board, upon written recommendation of the Library Director, authorizes execution of a contract without competitive bidding;
- B.** In the employment of professional services, including but not limited to accounting, auditing, data processing, legal, planning, engineering, and architectural.
- C.** Where goods or services can be purchased under the umbrella of a purchasing program where goods and services have been bid out to obtain the lowest pricing and then made available to its members at that best price. The use of the purchasing program will take the place of the Library issuing an RFP as the a reduced price has been negotiated and the Library can also eliminate time conducting its own RFP process.
- D.** Where the Library Board shall determine that the public interest will be best served by purchase from or joint purchase with another unit of government.
- E.** Where the Library elects to undertake the work itself.
- F.** In purchasing any type of insurance coverage.
- G.** Non-contractible services, where the scope of the work is not definitive or the cost of preparing contract documents exceeds the cost of the service.
- H.** Specialty services or goods.
- I.** Additional services may be included in the above listing as the Library Board deems necessary or in the best interest of the Library. For other items for which it is not practical to obtain competitive quotes or bids, the Library Board may waive the requirements of the purchasing policy and authorize the purchase as recommended by the purchasing agent.

X. SALE OF LIBRARY PROPERTY

The purchasing agent will be responsible to administer the disposal of Library assets subject to the following:

- A.** The conveyance of real property may only occur with the prior approval of the Library Board.
- B.** Except as otherwise provided in this policy, for the sale of assets other than real property, the purchasing agent must determine the fair market value and can offer those assets for sale by auction, or public sale, or to other entities within the library community. The method chosen will be based on the nature of the asset. The recipient shall be chosen as the bidder whose bid is deemed most advantageous to the Library.
- C.** The purchasing agent may establish the minimum price for which an asset other than real property may be sold and may, with the prior approval of the Library Director, delegate authority for the sale of assets other than real property to other library employees.

- D.** Assets or property for which no buyer can be found may, with the prior approval of the Library Director and Library Board, be donated to one or more nonprofit organizations or other non-commercial entities approved by the Library Board.
- E.** The library may not sell surplus assets directly to library employees. At the discretion of the purchasing agent, surplus assets valued at less than \$500.00 may be sold to library employees provided that such sales are at fair market value. Once it is determined that assets will be offered for sale to employees, the purchasing agent will make it known to all employees of the assets available through an interoffice posting. The posting will include an asset description, price and timetable for interested employees to convey their interest to the purchasing agent. If there are more interested parties than assets, a lottery system will be used to determine an order of employees to purchase items.

Monitoring Report

For Executive Limitation Policy:

Asset Protection

Policy: 1. **Fail to insure against theft and casualty losses to at least 100% replacement value and against liability losses to board members, staff and the organization itself in an amount greater than the average for comparable organizations.**

Director's Response: The Portage District Library is insured against theft and casualty losses and against liability losses to board members, staff and the organization itself through a policy with Michigan Municipal Risk Management Authority (MMRMA). According to the terms of our building insurance contract, under Section 1, Part B of the Property and Crime Coverage section, it states that:

"Under any circumstances or set of facts, the most MMRMA will pay for loss or damage to anyone or any combination of covered property in any one occurrence is the actual amount of loss, not to exceed the Limits of Coverage stated in the Coverage Overview. Unless otherwise stated herein, the loss must result from direct physical loss or damage by a covered cause of loss within the period of MMRMA membership as stated in the Coverage Overview.

Policy: 2. **Subject facilities, materials and equipment to improper wear and tear or insufficient maintenance.**

Director's Response: The library facility and all building equipment within the library facility are safeguarded against improper wear and tear by enforcement of rules of operation; by daily, weekly, monthly and annual inspections; by installation of monitoring devices, switches and alarms; and by regularly scheduled preventive maintenance. The library also has several contracts with outside vendors to keep large equipment running correctly (i.e., HVAC, electrical & fire alarm systems); as well as numerous agreements with service providers to do regular cleaning, inspection and repairs in and around the building and on various pieces of equipment. Contracts are reviewed and approved by the Library Director or the Business Manager, with the assistance of the legal firm of Foster Swift Collins & Smith P.C., depending on the complexity of the contract. The library's Facilities Manager monitors the building's HVAC equipment and schedules repairs and service as needed. Additionally, the System Administrator is trained in the proper maintenance and protection of sensitive servers and computer equipment. Regular inspections are conducted to ensure proper operation of equipment.

Bookshelves are regularly checked for materials that are worn, torn or dirty and these items are removed and either cleaned, repaired or replaced.

Finally, the Employee Handbook covers employee conduct and work rules on pg. 49 and indicates that: *"Negligence or improper conduct [by an employee] leading to damage of employer-owned or customer-owned property, may result in disciplinary action, up to and including termination of employment."*

Policy: 3. Unnecessarily expose the organization, its board or staff to claims of liability.

Director's Response: Claims of liability are avoided by having policies and procedures in place that make it clear what type of behavior and conduct is expected, as well as appropriate steps to be followed for handling patron complaints, accidents or incidents. There are specific forms used to report accidents, and an outlined process of steps to be followed in emergency situations. Library Board Governance Policies guide board members in proper conduct, and the Library Employee Handbook, which is revised biennially, and Library Procedures Manual guide library staff in codes of conduct and procedures to be followed in dealing with the public in a variety of situations. Regular training is provided to staff in areas of safety, security and in how to respond to potential criminal behavior or threats of bodily injury. Customer comment cards are made available to patrons so they can convey any concerns or requests to library staff. If there are larger, more significant issues or problems, patrons are then referred to the Library Director for resolution.

Policy: 4. Make any purchase (a) wherein normally prudent protection has not been given against conflict of interest; (b) of over \$5,000 without having obtained comparative prices and quality; (c) of over \$20,000 without a stringent method of assuring the balance of long-term quality and cost.

Director's Response: Procedures are always followed as stated in the Executive Limitations on Financial Condition and Asset Protection. The Library Director and Library Business Manager work closely to ensure that checks and balances are in place to safeguard against any conflict of interest. In August 2014, the Library Board endorsed a new "Asset Acquisition and Disposal Administrative Procedure" that thoroughly defines methods and standard operating procedures for purchasing. It covers many aspects of asset acquisition and disposal, including: (1) definition of goods, services and capital improvements; (2) designation of Purchasing Agent; procedure for execution of documents; prohibited purchases; (3) purchase arrangements; (4) purchases under \$5,000; (5) purchases more than \$5,000 and under \$20,000; (6) purchases or contracts over \$20,000; (7) exceptions to sealed bidding; (8) and sale of library property. In addition, a review of preferred vendors will be done regularly (every 3-5 years) in order to assess their contracts and determine if they were still financially advantageous to the library. It was stated that if the library did not choose a vendor with the lowest bid, the reason for doing so would be put into writing and kept on file with the contract. The Library Business Manager closely monitors purchase activities and approves all Purchase Orders so that he sees what is being ordered at all times. Whenever there is a purchase to be made over \$5,000, comparative prices and quotations are obtained. In cases of purchases exceeding \$20,000, the "Request For Proposal" ("RFP") process is followed, unless the situation meets one of the exceptions to competitive bidding, as laid out in the procedure. In addition, for any contractual services provided to the library, such as building construction or enhancements, or purchase of large-scale equipment, there may be other assurances required from vendors such as: Labor and Material Bonds, Maintenance and Guarantee Bonds, Performance Bonds, and warranties.

Policy: 5. Fail to protect intellectual property, information and files from loss or significant damage.

Director's Response: All library administrative files are kept in locked file cabinets to protect confidential information and personnel files. Keys to these file cabinets are held in strict security accessible to a very limited number of people. Archival information is stored in Hollinger boxes in the Heritage Room that protect and preserve important or valuable documents and items. Patron records

are kept online and privacy protected by password, and electronically backed up to Secant Technologies on a nightly basis. Art pieces, such as wall murals, and the outdoor sculptures and water wall are considered intellectual properties and these are protected by specific contracts with each artist. Valuable art objects are protected by Plexiglas cases for public display. Library board files and records are maintained and protected against loss and/or damage by storing them in a locked office. The public information, files and library collections are safeguarded against theft.

Policy: 6. Receive, process or disburse funds under controls, which are insufficient to meet the board-appointed auditor's standards.

Director's Response: Portage District Library operates under the "dual control" philosophy whereas all expenditures and actual cash disbursements are approved by opposite individuals. The individuals at the library are the Library Director and the Library Business Manager. All incoming funds are given to the Library Business Manager for verification before processing, and are deposited into the library's account at the bank by two or three other authorized employees. The Library Business Manager reviews all expenditures before purchase orders are issued and invoices are processed. The Library Director then completes the process by reviewing all accounts payables and signing checks that go out as library payments for products and services.

The Library Director reviews all bank reconciliations, payroll reports and journal entries for improprieties and signs off with her electronic signature.

It should be stated that all library employees and board members are bonded against impropriety for up to \$1,000,000 as a standard rider on our building liability insurance.

Policy: 7. Invest or hold operating capital in insecure instruments, in violation of state statutes for investments.

Director's Response: The Library Board has authorized the Library Director and Business Manager to proceed to enter into an agreement with UBS Financial Services and Multi-Bank Securities to assist with investment activities for the Portage District Library. The main goal is to diversify the library's investments and to ensure that the library's funds are placed in various financial institutions and that no deposit exceeds the FDIC maximum insured amount. Typically, library funds are invested in approved governmental cash investment funds consisting of bonds, securities, and other United States Treasury obligations, certificates of deposit, savings accounts, deposit accounts, commercial paper, repurchase agreements (Repo's) consisting of bonds, securities, and other United States Treasury obligations. All above investment vehicles are utilized in accordance with appropriate state statutes.

Policy: 8. Endanger the organization's public image or credibility, particularly in ways that would hinder its accomplishment of mission.

Director's Response: Fulfilling the Portage District Library's mission and purpose and promulgating the public's goodwill toward the library is top priority for library administration and staff. The mission statement is posted in a large frame on both levels of the library and appears on all library correspondence, literature and business cards, so everyone is aware of our main purpose. Benchmarks for public service transactions and employee behavior appear in the Employee Handbook and other training documents and expectations are clearly conveyed to all employees.

Standards exist at public service desks for accuracy of information and prompt responses to patrons. The Marketing Manager handles all publicity and promotional information so that everything conforms to the public image we are striving to convey. Any collaboration entered into by the library with other entities is done carefully and with agreement about the appropriate nature of any activities and their positive impact on the library.

Any requests for collaborations with the library or for use of the library premises by outside organizations are considered in light of existing board approved policies and best practices for a public library.

Policy: 9. Fail to provide the Library Board with an asset protection monitoring report twice a year.

Director's Response: Procedures are always followed as stated. An Asset Protection Monitoring Report is scheduled on the Library Board's annual calendar for presentation in the month of March, and then it may also be provided at any other time during the year at the Library Board's request. The Monitoring Report on Asset Protection will be presented at the March 23, 2026 meeting.

Monitoring Report

For Executive Limitation Policy: Financial Planning & Budgeting

Executive Limitation Policy on Financial Planning and Budgeting: Financial planning/budgeting for any fiscal year or the remaining part of any fiscal year shall not deviate materially from the Library Board's Ends priorities, risk fiscal jeopardy, or fail to be derived from a multi-year plan. Accordingly, the Library Director shall not allow budgeting which:

Policy: 1. Fails to include credible projection of revenues and expenses, separation of capital and operational items, and disclosure of planning assumptions.

Director's Response: During the months of April and May, the Library Director and Business Manager meet with department heads and other employees to plan for next year expenditures, both capital and operational items. These plans are then put in a comprehensive plan and allocated down to individual expenditure lines.

This proposed budget is presented to the Library Board in June for board members to review and return with any suggestions and changes in July.

In August, a public hearing on the Library's budget is held and the budget is formally presented to the Library Board for final approval and adoption and a resolution is passed to set the millage levy for that budget year.

Policy: 2. Plans the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period.

Director's Response: A balanced budget is prepared which equates expenditures and any additional reserves with projected income. There will never be a time when the library's planned expenditures will exceed revenue in hand.

Policy: 3. Reduces the current assets at any time to less than twice current liabilities, allows cash to drop below a safety reserve of less than \$915,640 at any time; reduces the reserve fund to a level less than 13%; or fails to provide for adequate reserves for building needs and technology.

Director's Response: Current budgeting processes reflect this policy. (\$915,640 in General Reserve, \$50,000 in Building Reserve, \$29,742, in Benefits Reserve, \$111,305 in Technology Reserve, \$4,700 in Patio Feasibility Reserve, 805,946 in PPT Reserve and \$731,419 in Building Improvement Reserve; \$8,844,656 in Unassigned Fund Balance).

Policy: 4. Provides less for board prerogatives during the year than is set forth in the Cost of Governance policy.

Director's Response: As described above, the Library Board reviews and makes any changes to the proposed budget before it is presented in a public hearing, voted on by board members and officially adopted. Adequate funds are allocated for board prerogatives.

Monitoring Report

For Executive Limitation Policy: Financial Condition and Activities

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.

Director's Response: We have not spent more money than we brought in.

Revenue: \$7,746,111
Expenditures: \$3,112,048

Policy: 2. Indebt the organization in an amount greater than can be repaid by certain, otherwise unencumbered revenues within 60 days, and may expend as long as items are approved in the budget.

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.

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 or 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 lease commitment of greater than \$10,000 on items not already approved in the budget. Splitting orders to avoid this limit is not acceptable.

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

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

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

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

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

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

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

Policy: 11. Fail to arrange for an external financial audit of the library once a year.

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

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

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

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

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

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

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

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

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

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

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