

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting
May 18, 2026





NOTICE OF REGULAR MEETING

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting, Monday, May 18, 2026 | 6:00 PM

The Library Board of the Portage District Library will hold a regular meeting on Monday, May 18, 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: May 18, 2026

Quyen Edwards
Library Board Secretary

Portage District Library
300 Library Lane
Portage, MI 49002

AGENDA

May 18, 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 May 18 2026 (1 minute) (Vote)

V. Guest Speaker (30 minutes)

A. Presentation by Guest Speaker Dan Jaqua, Jaqua Realtors *(Info) Pg. 5*

VI. Consent Agenda (5 minutes) (Vote)

A. Minutes of the regular meeting held on April 27, 2026 *(Info) Pg. 6-9*

B. May 2026 Director's Report *(Info) Pg. 10-13*

C. Budget Amendment for Restricted Donation *(Info) Pg. 14*

D. Financial Condition for April 2026 *(Info) Pg. 15-16*

E. Statistical Report for April 2026 *(Info) Pg. 17-18*

F. June 2026 Program Calendar *(Info) Pg. 19*

G. MLA Advocacy *(Info) Pg. 20*

H. Review Reciprocal Borrowing Policy *(Info) Pg. 21*

VII. Governance (20 minutes)

A. Patron Behavior Policy *(VOTE) Pg. 22-29*

B. Memo: OrangeBoy Contract *(VOTE) Pg. 30*

VIII. Summer Reading Program 2026 (5 minutes)

A. Update from Library Staff *(Info) Pg. 31*

IX. Library Director's Reports (15 minutes)

A. Final remarks by Library Director for the April 27, 2026 Library Board Meeting

X. Process Evaluation (5 minutes total)

- A. Suggestions for Agenda Items to be included on the June 22, 2026 Board Meeting
1. Minutes of the Regular Meeting held on May 17, 2026
 2. Audit Presentation by Rehman Robson

3. Discussions about Plans for 2026 Library Board Retreat
4. Review of Heritage Room Policy
5. Review of Creation Station/Makerspace Policy
6. Presentation of Proposed Library Operating Budget for FY2027

B. Miscellaneous

XI. Adjournment

Memo

Guest Speaker: Dan Jaqua

To: Portage District Library Board
From: Christy Klien, Library Director
Date: May 12, 2026



Dan Jaqua, President and Owner of Jaqua Realtors, will share valuable insights on exciting new developments happening in our area, including advancements in business and education. These initiatives are contributing to the growth of the job market and the economy in Southwest Michigan.

MINUTES

From the April 27, 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, and Linda Whitlock

Board Members Absent: Donna VanderVries (excused)

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

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

Library Board Chair Jeanne Friedman welcomed everyone to the April 27, 2026 Library Board Meeting. She asked if anyone present had any comments.

1. Comment from Library Director Klien - Klien provided an updated number for March 2026 Self Checkout Use Percentage on page 14. The number should read 54.4% .
2. Comment from Trustee Terry - Terry shared a recommendation for "the best book I've ever read". She highly recommended "The Greatest Sentence Ever Written" by Walter Isaacson.
3. The Board thanked Trustee Terry for the generous donation to the Youth Makerspace reference collection. Trustee Terry responded that she thinks our youth librarians do a fabulous job and wanted to support them in this project.
4. The Board commented on the Heritage Room display by Nick Meyle, and staff shared that Portage Public Safety came in to look at the material.

V. Adoption of the Agenda for the Regular Meeting of April 27, 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 Baker and supported by Trustee Vance that the Library Board adopt the agenda for the regular meeting of April 27, 2026. Vote 6-Yes, 0-No, 1-Absent (VanderVries). Motion carried.

I. 2026 Marketing Plan

A. Presentation of the 2026 Marketing Plan by Marketing Manager Colin Whitehurst

Marketing Manager Colin Whitehurst gave his 2026 Marketing Plan presentation to the Board. He reviewed his Current Initiatives - discussing printed material, digital signage, social media, eNewsletters, the monthly Portager inset, and more.

He explained that Quarterly Focuses give more exposure to specific topics:

Q1 - Library Services - Makerspace, Friends Book Sales, eNewsletter

Q2 - Summer Reading is Coming Soon, eServices Updates

Q3 - Recollect & Heritage Room, Summer Reading

Q4 - New Notary Service, Recollect & Heritage Room

The current focus for Marketing Manager Colin Whitehurst and Digital User Experience Coordinator Jill Austin is ADA Title II Updates. In April 2024, the Department of Justice updated the Americans with Disabilities Act to create requirements for libraries. Libraries serving a population over 50,000 must be WCAG 2.1 Level AA compliant. Following an extension to the April 2026 deadline, PDL's website must be compliant by April 2027.

Work on the website includes selecting tools to assist in the process, identifying non-compliant vendors the website is linked to, remediating website content, testing changes, a 3rd party audit for compliance, and scheduling ongoing scans to ensure continued compliance.

Whitehurst discussed a new tool the library is interested in purchasing- Savannah by Orange Boy. It provides services such as customer lifecycle management which can categorize patrons into profiles to help the library staff make better decisions for services, collections, and going into the next Strategic Plan. Trustees wanted to ensure that patron privacy was protected. Library Director Klien said that this was a highly recommended and trusted service and that she and the library staff would do their due diligence reviewing the contract before implementing the service. The library's initial interest in the service came from the ability to renew or sign up for a library card online. It also offers options for automated reminders to patrons.

At the end of his presentation, Whitehurst opened the floor for questions. Trustee Terry asked what the cost was to review the website for certification and Whitehurst responded that we have budgeted \$10,000 for scanning and testing (as a one-time cost).

VI. Consent Agenda

Library Board Chair Friedman asked if there were any changes needed to the consent agenda for the April 27, 2026 board meeting before its adoption and none were requested.

- B. Minutes of the regular meeting held on March 23, 2026
- C. April 2026 Narrative
- D. Budget Amendment for Restricted Donation
- E. Financial Condition for March 2026
- F. Statistical Report for March 2026
- G. May 2026 Program Calendar
- H. Review Library of Things Policy
- I. Monitoring Report on Executive Limitation: Fundraising Activity

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

VII. Governance

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

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

B. Friends of the Portage District Library

Trustee Terry and Trustee Baker reported on the recent Friends Board meeting. They noted that Friends membership is rebounding which they attributed to access for the Friends only presale.

The April Book Sale raised \$4,400 which they were pleased with. They have also been distributing bookmarks with their 2026 sale dates and flyers with more information about Friends of the Library activities.

Friends noted that collectively they have raised in excess of \$342,000 in book sale total to date.

C. Programming Policy

Trustees discussed the information provided on the memo accompanying the Programming Policy. Library Director Klien said that the Programming Staff have requested that if a patron has three no-shows for a registration required event that they can be moved to the waitlist. This procedure was requested primarily with Adult and Makerspace programming in mind. At this time, Youth is not interested in implementing this procedure, but it gives them the ability if they start to see that there are program attendance issues in the future.

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

II. Ends Development

A. First Quarter 2025 Financials

Business Manager Rob Foti said that there is nothing unexpected in the First Quarter Financial statements. Tax collections on target (we collect about 90% at the beginning of the year), waiting for the county to let us know the amount outstanding. In Other Revenue, fines and fees are on track. Penal Fines will be collected in July. Interest income remains high. There have been large gifts to the library from three estates totaling over \$550,000.

B. First Quarter 2026 Strategic Plan Report

Library Director Klien discussed activities from January -March as reported in the First Quarter 2026 Strategic Plan Report. Staff is continuing to make great progress on projects. Klien noted that this plan is expiring at the end of the year and asked trustees to begin to consider if we will extend this plan to give staff more time to accomplish goals or if it is time to go through the process to create a new strategic plan. Trustees would like feedback from the staff before making a decision. Klien said staffing changes have adjusted projects. We may discover that the overarching theme is where we still want to be, but may propose different projects for future years. Klien said supervisors will have discussions with their staff and will provide feedback at a future board meeting.

VIII. Library Director's Reports

A. Final remarks by Library Director for the April 27, 2026 Library Board Meeting.

Klien reminded trustees that Monday, May 18th is the next board meeting - it will be held one week earlier due to the Memorial Day closure. We will be in Long/Gourdneck because of the KVGs meeting and we will host guest speaker Dan Jaqua who will give a community update.

Klien highlighted the last page of packet with its updated organizational chart.

Makerspace Assistant Carolyn Douglass started last week and is doing well.

In Circulation - we have a new category of staff called Library Aides who will be focused on shelving Youth because it is the highest circulating collection.

Klien will be at MLA ThinkSpace for Directors May 14-15.

IX. Process Evaluation

- A. Suggestions for Agenda Items to be included on the May 18, 2026 Board Meeting
 1. Guest Dan Jaqua
 2. Minutes of the Regular Meeting held on April 27, 2026.
 3. Review of Patron Behavior Policy
 4. Plans for 2026 Summer Reading Program
- B. Miscellaneous

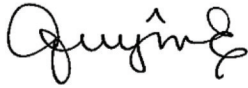
X. Adjournment

Library Board Chair Friedman said if there was no further business to be considered, that she would accept a motion to adjourn the regular board meeting of April 27, 2026.

MOTION: It was moved by Trustee Behr and supported by Trustee Terry that the Library Board adjourn the regular meeting of April 27, 2026. Vote 6-Yes, 0-No, 1-Absent (VanderVries) Motion carried.

DISPOSITION: The regular board meeting of April 27, 2026 was adjourned at 6:43 PM.

Recorded and Transcribed by,



Quyen Edwards
Library Board Secretary

Director's Report

May 2026

Adult Services

Twenty-nine people gathered to show off their knowledge of American History. The winning team had recruited a PCHS History teacher as their ringer and won gift cards to McAllister's Deli, purchased through a generous donation from the Friends of the Library.

On Friday, April 17th, Adult Services Librarian, Rachael Wiegmann, held the 2026 Author Hop! This event featured twenty-two local authors and allowed them the opportunity to network and sell their books. Although the Author Hop occurred on an evening of idyllic weather, we had 135 attendees. We had authors of fiction, nonfiction, young adult, and graphic novelists.

We received wonderful comments from the authors such as: "Thank you for the fun Author Hop. You and the rest of the staff were so welcoming and helpful. I appreciate the support you give local authors. I hope to see you again next year," from Elizabeth M. Thanks to Rachael Wiegmann, Lawrence Kapture, Tyler Flores, Jacob Lambert, Rosemary Cotter, Ruth Cowles, and Lea Hatley for their assistance with this event.

On Tuesday, May 5th, Adult Services Librarian Jacob Lambert hosted a "Know Your Rights!" presentation presented by Legal Aid of Western Michigan which focused on Tenant-Landlord rights and responsibilities and gave overviews on leases, evictions, and other housing related topics. 23 registered patrons attended the program, and the Q&A was lively and informative. Patron feedback: "Mr. Roberts was extremely informative and open to our questions! I would love to hear from him on other legal topics in the future."

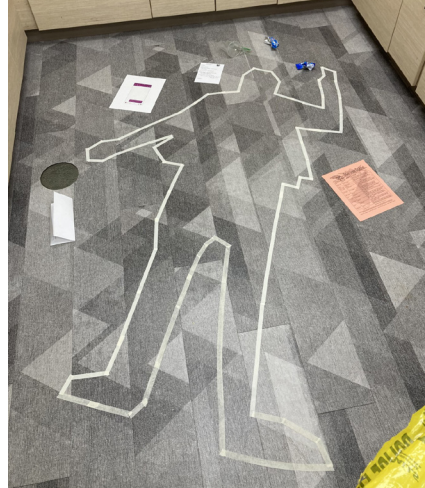
Introduced this quarter, the adult Library of Things collection offers a few things to enhance your life.

Bell Kit with Practice Pad - Perfect for both practicing professionals and aspiring students, this bell kit features 32, 2.5 octave bells on a sturdy and portable stand, and comes complete with double-sided mallets -- one standard for live performance or recording and one attenuated for lower-volume practice.

Yamaha Keyboard - This 61-key portable keyboard by Yamaha is perfect for those just starting to play, or for serious students seeking to advance their skills. Loaded with easy-to-use, intuitive features so that even those who have never touched a keyboard can start playing right away. Beginner's book also included.



Youth Services



Over 280 young visitors and their families came to enjoy April Fool's Day silliness, which included a scavenger hunt, a search for "what is silly at the library?" and take-home jokes and activities.

Teen Services Librarian Olivia Pennebaker and Youth Staff Kristin McNeal hosted the Teen Murder Mystery Party, where teenage sleuths investigated a crime scene in the downstairs kitchen and collected additional evidence in two of the programming rooms. Teens performed excellent dramatic readings of the suspects' statements. One team of detectives brought their own intense classical music to play while they investigated. While no one cracked the case, a good time was had by all.

Youth Staff Annette Wendt and Mary Breuer offered our third Kids' Dip Club. We made a dried-herbed olive oil bread dip as a copycat of Carrabba's olive oil herb bread dip. We also made a fresh garlic and fresh herb olive oil bread dip so the junior chefs could taste the difference between fresh and dried herbs. We try to introduce a new cooking technique for each class, and today the chefs learned the difference between a head of garlic and a clove of garlic; they learned how to peel a clove by smashing it under the blade of a knife and then peeling away the paper skins; they also got to use a couple of difference garlic presses to crush the garlic. Mary brought in three different loaves of bread and explained the difference between sourdough, a regular French loaf, and focaccia. We had 13 in attendance. The chefs were able to invite parents and siblings in to try their recipes at the end of the class.

Local Historian Steve Rossio and Head of Youth Services Laura Wright hosted Elementary Maker Minute: Dioramas and Miniatures. Young attendees and their adults created everything from small dinosaur habitats to campgrounds for fairies.

A local Math tutoring group, Mathnasium, hosted a fun, math-based event for elementary-aged children. Attendees completed a series of challenges in order to help a dragon reclaim her treasure (and maybe get a little treasure of their own).

Note: In January through March, the Youth Department had 15 visits from adult day cares during which 93 visitors and their chaperones used Long Lake, Gourdneck Lake, or Room 220. When they visit, they either look at books or use items from a bin we've developed for them, including games and puzzles, Play-Doh, and coloring items.

Makerspace

The Makerspace welcomes our newest employee Carolyn Douglass. She is a graphic designer, sewist and patron of the Portage District Library. April has been filled with hands on training and prepping for summer programming.

Our most utilized machines in April have been the 3d printers, which always have a queue of projects, and the large format printer. Many local teachers of Portage Public Schools and KAMSC have been letting students know of this resource and we often have dozens of students printing large displays during competition season.

Fourth and fifth grade students from Providence Schools did a classroom program in the makerspace where they each created a design in Canva, submitted it, and had it heat pressed onto a sublimation mug. They turned out great and were very happy.

Heritage Room

Taken in October of 1955, this image is of the Zephyr Service Station once located at 5108 South Westnedge in Portage. A rare night-time image from the John Todd Collection was taken to show off the full illumination of the brand-new facility. For those of you who are wondering, the station once stood on the west side of South Westnedge Avenue just to the south of the "Old" Kilgore Road and South Westnedge intersection. In this image we are looking southwest. Today, the location is roughly where the vacant lot stands on the north side of Midas Mufflers, across from Meijer Thrifty Acres.



Personnel

The Library posted the Adult Librarian-Outreach position for hire. The time frame is to review candidates through the beginning of June and then make selections for interviews. Additionally, a Library Assistant position has been posted. This is to fill the position vacated by Sarah Keizer, who will be transitioning to a Customer Service Assistant position in Adult Services. 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 staff eligibility later this year. The Library's annual financial audit fieldwork phase took place the week of May 4-8. The process will continue into June and conclude with the audited financial statements presented to the Library Board at the June board meeting. Budgeting is underway and will continue through May and into June with a preliminary budget presented to the board at the June meeting.

Circulation and Technical Services

During the month of April, we had 752 students use their PASS cards. We sent out 3306 SMS messages regarding bills, holds, overdue materials, and membership renewals. With our CoverOne machine, we were able to repair \$2134.58 in materials this month.

Circulation also worked with Marketing to send out letters to many reciprocal, moved, and expired patrons who have been accessing our e-resources. We are letting them know that as of June 1st, they will no longer have access to these materials, and we will be updating our accounts on our e-services platforms. While we have been receiving phone calls regarding this change, they have been pleasant and understanding. We have even had some reciprocal members upgrade their card to a paying non-resident card. We will have final numbers for this in the June board report.

Head of Circulation and Technical Services, Abby Pylar, attended PLA and COSUGI during the month of April. These training sessions were able to give insight into some future projects. Abby Pylar also completed the classes Strategies for Supervising Part-Time Staff and Introduction to Digitization Projects through University of Wisconsin-Madison Continuing Education. Again, these classes gave great insight into managing people and projects that will be put to use in the upcoming months.

IT Department

In April 2026, the IT Department began building images for its public access computers. The IT department has deployed test computers to verify the functionality of the image. The public access computer project will replace its existing PAC internet computers, its Catalog Search computers, its Creation Station computers and add circulating PAC laptops/pilot inhouse PAC ipads. The library using its established non-profit status with Microsoft/Adobe renewed and installed the software licensing according to the vendor's new policies and procedures at substantially reduced rates.

The library is actively testing preliminary configurations of DeepFreeze Cloud. The IT Department is working with Faronics to learn, understand and implement this new cloud tool.

The IT department has remediated most of the issues with one of its core file servers and should be completing the transition by the end of May.

The IT Department continues to work on a network redesign to better multi-path its fiber connections to provide better redundancy in the case of down services.

The IT Department completed major upgrades to its firewall and is planning to implement a new AV solution and MFA solution in 2027.

The IT Department is finishing its transition of its website server to a new platform. On this new platform the library will add the functionality to clone and test changes before implementation. This service will minimize service disruptions due to unforeseen errors.

Maintenance & Building Services

During May, planning began for a future project to implement keyless entry capabilities for the library's study rooms, supporting improved access control and operational efficiency. Hard floor surfaces throughout the facility were professionally cleaned by ServiceMaster, contributing to overall building cleanliness and upkeep. Ongoing HVAC issues were fully identified and resolved, and all systems are currently operating as intended. Additionally, outdoor spring cleanup efforts continued throughout the month as part of routine seasonal grounds maintenance.

Memo

Budget Amendment for Restricted Donation

To: Portage District Library Board
From: Christy Klien, Library Director
Date: May 11, 2026

Background

In December of 2025 the Library received a donation for \$1,000 to be allocated to the purchase of Romance material in the Adult Department. In February the Library asked to Library Board to amend the Fiscal Year 2026 budget for donations and grants received in Fiscal Year 2025 that were designated for a specific purpose. At that time, this donation was not included in that amendment.

Recommendation

The Library recommends that the FY2026 budget be adjusted for this FY2025 donation designated for the specific purpose of adding to the Adult Romance collection by increasing the Books – Adult – Fiction expenditure line.

Financial Condition Report

April 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 \$9,071,418
Expenditures \$3,356,090

Fund	3/31/2026	Changes	4/30/2026
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	8,951,970	-	8,951,970

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

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

Policy: 3. Use any long-term reserves.

Director's Response: No reserves have been used.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Statistical Report

April 2026

	Month Statistics			YTD Statistics		
	Apr-26	Apr-25	CHANGE	2026	2025	CHANGE
Circulation/Collections						
Total Library Circulation	82,826	84,108	-1.52%	327,594	330,934	-1.01%
Adult - Books	15,863	16,338	-2.91%	65,074	67,359	-3.39%
Adult - A/V	2,816	3,116	-9.63%	11,623	11,773	-1.27%
Youth - Books	30,776	33,465	-8.04%	121,500	124,969	-2.78%
Youth - A/V	2,722	2,592	5.02%	11,297	10,618	6.39%
Hot Picks	651	635	2.52%	3,075	2,453	25.36%
E-Material	28,186	26,291	7.21%	108,077	106,829	1.17%
ILL - PDL Requests	1,157	1,075	7.63%	4,321	4,359	-0.87%
ILL - Other Lib. Requests	655	596	9.90%	2,627	2,574	2.06%
Self-Checkout Percentage	49.06%	46.02%		52.34%	51.77%	
Total Library Collection	176,340	180,245	-2.17%			
Adult - Books	70,448	71,098	-0.91%			
Adult - A/V	7,773	9,290	-16.33%			
Youth - Books	90,642	90,036	0.67%			
Youth - A/V	5,915	7,274	-18.68%			
Hot Picks	1,562	2,547	-38.67%			
Net Acquisitions	713	1,131	-36.96%	3,237	4,413	-26.65%
Purchased - Books	2,253	2,820	-20.11%	9,966	10,522	-5.28%
Purchased - A/V	117	165	-29.09%	705	530	33.02%
Donated - Books	0	0	0.00%	0	1	-100.00%
Donated - A/V	0	0	0.00%	0	1	-100.00%
Material Discarded	(1,657)	(1,854)	10.63%	(7,434)	(6,641)	-11.94%
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	34,794	34,014	2.29%			
Adult	18,133	17,434	4.01%			
Youth	1,851	2,063	-10.28%			
Non-Resident	263	235	11.91%			
Reciprocal	4,158	3,623	14.77%			
Internet User	1	506	-99.80%			
PASS Users	10,330	10,093	2.35%			
Professional	58	60	-3.33%			
Net Patrons	171	157	8.92%	352	721	-51.18%
Adult	175	171	2.34%	722	798	-9.52%
Youth	5	3	66.67%	42	29	44.83%
Non-Resident	2	2	0.00%	5	8	-37.50%
Reciprocal	58	58	0.00%	284	290	-2.07%
Internet User	0	0	0.00%	0	72	-100.00%
PASS Users	1	2	-50.00%	46	65	-29.23%
Professional	0	0	0.00%	1	2	-50.00%
Patrons Removed	(70)	(79)	11.39%	(748)	(543)	-37.75%

Statistical Report

April 2026

	Month Statistics			YTD Statistics		
	Apr-26	Apr-25	CHANGE	2026	2025	CHANGE
Library Building Usage						
Total Meeting Room Usage	1,000	865	15.61%	3,435	3,558	-3.46%
Internal/Collaboration	188	140	34.29%	540	515	4.85%
External/Outside Usage	812	725	12.00%	2,895	3,043	-4.86%
Total Program Audience	3,076	3,398	-9.48%	12,362	14,932	-17.21%
Adult	704	697	1.00%	3,190	4,562	-30.07%
Youth	2,210	2,553	-13.44%	8,485	9,733	-12.82%
Heritage Room	162	148	9.46%	687	637	7.85%
Total Number of Programs	90	114	-21.05%	399	433	-7.85%
Adult	40	56	-28.57%	194	215	-9.77%
Youth	45	55	-18.18%	190	208	-8.65%
Heritage Room	5	3	66.67%	15	10	50.00%
Total Volunteer Hours	167	184	-9.24%	638	824	-22.57%
Adult	65	75	-13.33%	223	301	-25.91%
Youth	38	38	0.00%	131	225	-41.78%
Technical	9	12	-25.00%	45	58	-22.41%
Circulation	23	27	-14.81%	111	110	0.91%
Administration	32	32	0.00%	128	130	-1.54%
Community Service	0	0	0.00%	0	0	0.00%
Total Front Door Traffic	20,786	21,098	-1.48%	76,987	77,960	-1.25%
Total Youth Services Traffic	15,997	16,121	-0.77%	58,994	59,183	-0.32%
Total Business Center Traffic	0	0	0.00%	0	0	0.00%
Information Access/Reference/Research						
Total Reference Transactions	6,648	7,318	-9.16%	31,370	27,616	13.59%
Adult Phone	711	576	23.44%	2,618	2,396	9.27%
Adult Ready Reference	990	1,754	-43.56%	4,290	6,484	-33.84%
Adult Reference	78	246	-68.29%	358	893	-59.91%
Youth Phone	71	69	2.90%	336	320	5.00%
Youth Ready Reference	2,045	2,588	-20.98%	10,927	11,501	-4.99%
Youth Reference	153	211	-27.49%	696	1,061	-34.40%
HR Phone	11	8	37.50%	25	42	-40.48%
HR Ready Reference	60	120	-50.00%	842	854	-1.41%
HR Reference	2	2	0.00%	41	35	17.14%
Circ Phone	641	451	42.13%	2,476	1,959	26.39%
Circ Ready Reference	602	487	23.61%	3,589	770	366.10%
Circ Reference	1,284	806	59.31%	5,172	1,301	297.54%
Total Edutainment LAN Use	0	365	-100.00%	0	850	-100.00%
Total Internet Computer Use	1,622	1,996	-18.74%	6,758	7,109	-4.94%
Youth Computers	152	159	-4.40%	757	808	-6.31%
Adult Computers	1,466	1,832	-19.98%	5,991	6,277	-4.56%
Laptop Computer Circulated	4	5	-20.00%	10	24	-58.33%
Total Electronic Transactions	47,006	45,371	3.60%	242,866	181,065	34.13%
WebSite Hits	37,654	35,689	5.51%	200,666	138,126	45.28%
WebCatalog Sessions	7,896	7,901	-0.06%	35,924	36,289	-1.01%
Licensed Database Hits	1,456	1,781	-18.25%	6,276	6,650	-5.62%

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

Christy Klien, Library Director

How Money Works

Taking the Myth out of
Becoming Debt Free

Tuesday, June 02

6:00pm - 7:30pm

Immaculate Snacks & Gaming

6th-12th Grade

Wednesday, June 3

3:30pm - 4:30pm

Middle Grade Book Club

4th-6th Grade

Wednesday, June 3

6:00pm - 7:00pm

Understanding Cryptocurrency

with WMU's Sanford Center

Wednesday, June 3

6:00pm - 7:00pm

Get to know the Makerspace

A tour of machines
and projects

Thursday, June 4

1:00pm - 1:45pm

Friends of the Library Members Only

Book Sale

Friday, June 5

4:00pm - 5:30pm

Friends of the Library Book Sale

Saturday, June 6

9:00am - 3:00pm

PDL Monarch Waystation Tour

How You Can Help the

Monarch Butterflies, Too!

Monday, June 8

6:30pm - 8:00pm

Summer Storytime

Tuesday, June 9

9:30am & 10:30am

Birthing Options with Whitney Graham, JD, C-CBE, C-FSD

Flow State Labor Prep

Tuesday, June 9

6:00pm - 7:30pm

STEM Activities for Kindergarten through 2nd Grade

Station Based STEM
Activities

Wednesday, June 10

5:30pm - 7:00pm

Eating the Healthy Way with Dietician, Gretchen Kauth

2025-2030 U.S. Dietary
Guidelines

Wednesday, June 10

6:00pm - 7:00pm

Yoga with Apral

A gentle approach

Thursday, June 11

4:00pm - 5:00pm

Kids Create

Youth Art Mixed-Media

Watercolor Project

Thursday, June 11

5:30pm - 6:30pm

Poetry Carnival!

with the Kalamazoo Friends
of Poetry

Thursday, June 11

6:00pm - 7:30pm

Kalamazoo Valley Genealogical Society

General Meeting & Program

Monday, June 15

7:00pm - 8:30pm

Summer Storytime

Tuesday, June 16

9:30am & 10:30am

Yoga with Apral

A gentle approach

Tuesday, June 16

4:00pm - 5:00pm

Makerspace Studio

Adult and Teen Cyanotype
Art Project

Tuesday, June 16

5:30pm - 7:00pm

Teen LGBTQ+ Meet-Up

6th-12th Grade

Tuesday, June 16

6:30pm - 8:00pm

Mini-Mini-Golf

For Elementary Kids and
Their Favorite Adults

Wednesday, June 17

4:00pm - 5:30pm

Drop-In Genealogy Help

Solve your Genealogy

Roadblocks

Thursday, June 18

10:00am - 12:00pm

Bedtime Yoga Storytime with Little Roots Yoga

Thursday, June 18

6:30pm - 7:00pm

Kalamazoo Macintosh Users' Group

Saturday, June 20

9:00am - 12:00pm

Nerf Games

For ages 7 to 11

Monday, June 22

1:00pm - 2:00pm

Summer Storytime

Tuesday, June 23

9:30am & 10:30am

Teen Karaoke Dance Battle

6th-12th Grade

Tuesday, June 23

6:00pm - 7:30pm

Lunchtime Concert with Enda Reilly

Songs And Stories of Ireland

Wednesday, June 24

12:00pm - 1:00pm

Recognizing Scams and Fraud

With the Kalamazoo County
Sheriff's Office

Wednesday, June 24

6:00pm - 7:00pm

Art-rageous Family Arts and Crafts

For preschool - elementary-
age kids and their adults

Thursday, June 25

2:00pm - 3:30pm

Makerspace Studio

Adult Sublimation Printing

Art Project

Thursday, June 25

5:30pm - 6:30pm

Cooking Demo with Chef Gandia!

Live on the Charlie Cart!

Thursday, June 25

6:00pm - 7:00pm

Kalamazoo Plant Swap with Kalamazoo Plant it Forward

Saturday, June 27

10:00am - 12:00pm

LEGO City

All ages welcome!

June 29 - July 3

During Open Hours

MLA ADVOCACY NEWS

April 2026

IMLS Funding Again Targeted in Proposed Federal Budget

Federal support for libraries continues to center on the Institute of Museum and Library Services (IMLS), the only federal agency dedicated to supporting libraries and museums. In April 2026, the White House's FY 2027 budget proposal again called for eliminating IMLS and other library-related programs, but this follows a familiar pattern: Congress has repeatedly rejected prior attempts to cut or dismantle IMLS, and in the FY 2026 budget process, lawmakers preserved and slightly increased federal library funding.

MLA will continue to monitor the federal budget process and share news, context, and ways advocates can stay engaged in support of federal funding for libraries as the process moves through Congress.

Advocates Prepare to Bring Library Priorities to Lansing

Libraries make a difference every day, and on Tuesday, April 28, library advocates from across Michigan will be in Lansing to make sure lawmakers hear that message directly. More than 140 library workers and trustees will meet with legislators and staff to share how libraries strengthen education, workforce development, access to information, and community wellbeing—and to advocate for sustained and increased state investment in library services.

This year's conversations will focus on three core funding priorities: increasing State Aid to Libraries by \$500,000 for FY27, protecting and strengthening support for the Michigan eLibrary (MeL) and MeLCat, and opposing any diversion of penal fine revenue without a stable replacement for libraries. Together, these investments support nearly 400 public library systems, statewide resource sharing across 435+ libraries, and critical access to materials and services that millions of Michiganders rely on every year. As budget discussions continue moving through the House subcommittees, advocates will be reinforcing the importance of stable, predictable funding at both the state and federal levels, especially as uncertainty continues around federal support for library services.

For those attending Advocacy Day, and anyone supporting from home, be sure to revisit the Advocacy 101 session with Lobbyist Sam Zandee, which offers practical guidance on preparing for legislative meetings, tailoring messages for Senators versus Representatives, and building effective relationships with policymakers. The training also provides an update on the budget process and strategies for confidently communicating appropriations requests.

As Advocacy Day approaches, this is a key moment to show the strength and coordination of Michigan's library community—and to continue building momentum for long-term investment in the services communities depend on.

Reciprocal Borrowing Policy

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

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

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

The participating institution must:

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

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

Reciprocal borrowers are expected to:

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

Memo

Patron Behavior Policy Adjustments

To: Portage District Library Board
From: Christy Klien, Library Director
Date: May 13, 2026

Adjustments to the Patron Behavior Policy are reflected by the highlighted text in the following document. These adjustments were requested by library staff to clarify the policy. Despite the adjustment in wording, the core policy and its intentions have not changed.

Patron Behavior Policy

I. Introduction

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

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

II. Rules for a Safe Environment

A. Violations of Law

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

B. Weapons

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

C. Alcohol/Drugs

Possessing, selling, distributing, or consuming any alcoholic or intoxicating beverage, illegal drug, or drug paraphernalia is prohibited; provided that alcohol may be permitted at certain Library-sponsored events if specifically approved by the Library. Persons noticeably under the influence of any controlled substance or alcoholic or intoxicating liquor are not allowed on Library property.

D. Recreational Equipment and Personal Transport Devices

Use of skateboards, Rollerblades, roller skates, or other wheeled forms of recreational equipment (including toys that can be ridden) is not allowed in the Library or on Library Property. Library patrons must park bicycles or other recreational vehicles only in authorized areas. Wheelchairs, scooters, and other power-driven mobility devices are permitted in by those individuals with disabilities in accordance with Library rules, unless a particular type of device cannot be accommodated because of legitimate safety requirements.

E. No Blocking of Doors, Aisles or Entrances

All doors, aisles and entrances must remain obstacle-free. This includes a prohibition of running power cords across aisles or other areas that are used for walking.

F. Animals

Animals are not permitted in the Library other than service animals (as defined by law) for those individuals with disabilities, those used in law enforcement or for Library programming. Animals may not be left unattended or be off-leash on Library Property.

G. Incendiary Devices

The use of incendiary devices, such as candles, matches, and lighters, is prohibited inside the Library.

H. Staff Only Areas

Patrons shall not be permitted in any areas designated as "staff only" unless otherwise permitted by the Library Director.

I. Library Phones

Patrons may not use the Library's telephone unless approved by Library staff.

III. Rules for Personal Behavior

A. Personal Property

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

1. The Library staff may limit the number of parcels carried into the Library. The Library may also limit the size of items, for example, the Library prohibits large items such as large plastic garbage bags, wagons and carts. Items must be small enough to fit under a chair at the Library.
2. The Library is not responsible for personal belongings left unattended and Library staff is not permitted to guard or watch personal belongings.
3. The Library does not guarantee storage for personal property.
4. Personal possessions must not be left unattended or take up seating or space if needed by others.

B. Food and Beverages

Food and beverages are permitted inside of the Library, but only in areas approved by the Library Director.

C. Unauthorized Use

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

D. Engaging in Proper Library Activities

Patrons shall be engaged in activities associated with the use of the Library while in the building or on Library Property. Patrons not engaged in reading, studying, writing, participating in scheduled Library programs, or using Library materials shall be required to leave the Library and shall not remain on Library Property. This includes sleeping on Library furniture, the floor, or outside on Library Property.

E. Considerate Use

The following behavior is prohibited in the Library or on Library Property:

1. Spitting;
2. Running, pushing, shoving, fighting, throwing items, provoking a fight or other unsafe physical behavior;
3. Climbing on furniture;
4. Using obscene or threatening language or gestures;
5. Engaging in sexual behavior (1) that is a violation of the law, (2) which can reasonably be expected to disturb Library users or staff while such staff or patrons are in the Library or on Library property, or (3) that interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job.

F. Panhandling or Soliciting for Money, Products, and Services

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

G. Interference with Staff

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

H. Campaigning, Petitioning, Interviewing, Protesting and Similar Activities

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

1. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing, protesting, and soliciting are prohibited inside the Library building.
2. Campaigning, petitioning, interviewing, protesting, survey-taking, pamphleteering, canvassing, and soliciting outside the Library building but on Library property are subject to the following requirements:
 - a. Persons or groups are requested to sign in at the Checkout Desk in advance.
 - b. Use of the Library property does not indicate the Library's opposition or endorsement of the candidate or issue that is the subject of the petition, interview, campaign or discussion.
 - c. Permitted areas for campaigning, petitioning, interviewing, survey-taking, protesting, pamphleteering, canvassing and soliciting outside of the Library building shall be limited to areas 30 feet from all entrances.
 - d. No person shall block ingress or egress from the Library building.
 - e. Permitted times will be limited to the operating hours of the Library.
 - f. Campaign material, literature or petitions may not be brought into the Library, posted at the Library or left on Library property.

I. Sales

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

J. Distributions; Postings

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

K. Restrooms

Misuse of restrooms is prohibited, including but not limited to any of the following activities:

1. Laundering or changing clothes
2. Sleeping
3. Excessive personal grooming, such as shaving, hair cutting or trimming, bathing, shampooing or brushing teeth
4. Any sexual activity
5. Entering the restrooms when the "Do Not Enter" sign is posted.
6. Entering the restrooms with library material or any item that the Library staff have asked that you not take into the restroom.

7. Causing any damage to the restroom including but not limited to graffiti, vandalism, or other malicious behavior, such as clogging toilets or drains.
8. Intentionally or deliberately failing to flush the toilet so that Library staff are required to intervene or clean the restroom as a result of the failure.

Unless a parent or guardian is assisting a child or a patron is assisting a person with a disability, there shall only be one person to a stall. Library materials may not be taken into restrooms.

L. Harassment

Staring, photographing, video recording, audio recording, following, stalking, harassing, arguing with, threatening, talking or behaving in a manner (1) which can reasonably be expected to disturb Library users or staff while such staff or patrons are in the Library or on Library property; (2) that interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job is prohibited; (3) would create or may result in a hostile work environment for Library staff; and/or (4) that violates Michigan or federal law.

M. Loud Noise

Producing or allowing any loud, unreasonable, or disturbing noises that interfere with other patrons' use of the Library or which can be reasonably expected to disturb other persons or have the intent of annoying other persons, including yelling, cheering, talking (with others or in monologues) or noises from electronic, entertainment, and communication devices, such as cell phones, tablets, headphones, and radio, is prohibited. Patrons may use headphones or earbuds but at a volume that cannot be heard by other Library patrons or staff.

Adults may read aloud to children in the Youth Area, provided that they are reading in a voice that would not reasonably disturb others.

N. Odor

Offensive odor, including but not limited to, body odor due to poor personal hygiene, overpowering perfume or cologne, or odors from items brought into the Library, that causes a nuisance is prohibited. (For example, if the patron's odor interferes with staff or other patrons' use of the Library, the patron violates this Policy).

O. Phones

Patrons who wish to use phones to place or receive calls must do so quietly to avoid disturbing other patrons.

P. Library Policies

Patrons must adhere to all Library Policies.

Q. Identification; Masks

Patrons must provide identification to Library staff when requested for library purposes. A mask, hood, or device by which any portion of the face is so hidden, concealed, or covered as to conceal the identity of the wearer is prohibited on Library Property, except for persons wearing head covering or veils pursuant to religious beliefs or customs or for medical purposes.

R. Tables or Structures on Library Property

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

S. Smoking; Tobacco or Marijuana Use

Smoking, using e-cigarettes, vaping, electronic nicotine delivery systems or chewing tobacco is prohibited on Library Property. Using, smoking or possessing marijuana on Library property is also prohibited.

T. Attire

All patrons are expected to be fully dressed, including shoes and shirt, at all times while on Library property. No one with uncovered undergarments will be permitted on Library property.

U. Patron Use of Children's Area and Computers

The Youth area of the Library is intended for use by children (high school age or younger) and the parent, guardian or caregiver who accompanies them. Computers located in the Youth area are for children and adults who are accompanying a child. Adults who are not accompanied by a child may browse the collection but may not remain or be seated in the Youth area. In the interests of protecting children, any patron may be asked to leave the area if they are not using the Youth area for its intended purpose.

V. Interactions with Other Patrons

Patrons are expected to alert Library staff if they are concerned about the behavior of another patron. Patrons must not approach and confront other patrons regarding the enforcement of Library rules and policies. Further, patrons are not permitted to direct other individuals regarding use of the Library's public spaces.

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

A. Care of Library Property

Patrons must not deface, vandalize, damage, or improperly use or improperly remove Library materials, equipment, displays and announcements, furniture, or buildings. Patron shall not load or install any programs or software on Library computers. Patrons shall be responsible to reimburse the Library for costs incurred by the Library for violating this provision. Patrons shall not cause damage by returning books containing bedbugs, cockroaches or other pests or bringing such pests into the Library.

B. Internet Use

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

C. Equipment

Library staff computers and phones are for staff use only.

D. Authorized Lending

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

V. Children in the Library

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

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

B. Rules and Regulations Regarding Children

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

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

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

D. If a parent, legal guardian, custodian or caregiver cannot be reached by closing time or fails to arrive within a reasonable time after being contacted,

Library staff will contact law enforcement officials to take charge of the situation involving the unattended child. Library employees are not permitted to transport an unattended child or vulnerable adult under any circumstances.

E. If the parent, legal guardian, custodian or caregiver can be reached by closing time, the staff member shall explain the Library's policy and provide a copy of this Policy.

F. Disciplinary Process for Library Facilities

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

G. Incident Reports

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

H. Violation of the Policy – Suspension of Privileges

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

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

I. Violations that Affect Safety and Security

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

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

J. Reinstatement

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

VI. Right of Appeal

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

Memo

Request for Library Board Approval for Use of Library Patron Data Base for Marketing Measures and Online Card Registration and Renewal through OrangeBoy and Savannah

To: Portage District Library Board
From: Christy Klien, Library Director
Date: May 13, 2026

ONLINE CARD REGISTRATION, RENEWAL, AND MARKETING

Over the years, we have received requests from patrons for a convenient way to register for a library card and renew their membership online. We would like to provide the ability for patrons to register and renew their library cards online through our website. We would also like to send targeted marketing emails to our patrons based on how they have used the library. To do this, we need to use the library patron database for this information.

REQUEST:

We request that the Library Board pass a motion at the May 18, 2026 board meeting to allow the Portage District Library to enter into a contract with OrangeBoy/Savannah to use the library's patron database for the restricted, confidential, and sole purposes of creating new library cards, updating and renewing library cards, and sending targeted emails about services and account issues to patrons. The contract with the company stipulates that they do not and will not sell information to third parties or allow advertisers to use it to try to sell us or the patrons goods or services.

Memo

Summer Reading Program 2026 Update

To: Portage District Library Board
From: Christy Klien, Library Director
Date: May 13, 2026

Youth Summer Reading Program

The structure of the Youth and Teen programs is essentially the same. Thanks to a generous donation from the Friends, we can award a free book to participants at 15, 30, and 45 days of reading. Participants can select a water bottle sticker if they visit the library during a week they have read and logged hours. We will also have a grand prize drawing for any participant who completes 45 days of reading (both teens and youth have drawings).

This summer, our goal is to “Get Back to Books”. To that end, we are reinstating teen volunteers to help us promote and highlight the Summer Reading Program, and to enable staff to spend more time assisting families find good reads. They will assist families with program sign-up and logging reading, hand out stickers, and monitor the Book Prize Room.

We’ve also decided to put the Quest program on hiatus for this summer. While we enjoy engaging with children through this program, it is challenging to have these lengthy interactions at a busy service desk. If all goes well with the teen volunteers, we may bring it back in some form next year.

Adult Summer Reading Program

Have some fun and get some gift cards by participating in the Adult Summer Reading Program. All adults (18 and older) are welcome to join. Every week, a drawing will be held to award a gift card from local businesses. All you have to do is earn a badge. You can earn one badge a week just by reading a book (and entering the title in your account at portagelibrary.beanstack.org) or doing library activities throughout the summer. You will receive one virtual ticket for every badge you earn. You can spend your ticket in either a weekly drawing or the final drawing. Every week, there will be ten chances to win \$15 gift cards, and in the end, ten names will be drawn for one \$50 gift card to either This Is A Bookstore or Kazoo Books. Any winner will be able to use their gift card or “pay it forward” by giving it to a local community member they select.