

# **PORTAGE DISTRICT LIBRARY BOARD**

Regular Board Meeting  
June 22, 2026





# NOTICE OF REGULAR MEETING

## PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting, Monday, June 22, 2026 | 6:00 PM

The Library Board of the Portage District Library will hold a regular meeting on Monday, June 22, 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](http://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](mailto: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](mailto:qedwards@portagelibrary.info) within a reasonable time in advance of the meeting.

Dated: June 18, 2026

**Quyen Edwards**  
*Library Board Secretary*

Portage District Library  
300 Library Lane  
Portage, MI 49002

# AGENDA

June 22, 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 June 22, 2026 (1 minute) (Vote)

## V. Audit Presentation (20 minutes)

- A. Presentation of Audit Report for FY 2025 by Rehmann Robson *(Info) Pg. 5 (Attached Separately)*

## VI. Consent Agenda (5 minutes) (Vote)

- A. Minutes of the regular meeting held on May 18, 2026 *(Info) Pg. 6-9*
- B. May 2026 Director's Report *(Info) Pg. 10-13*
- C. Spotlight on Outreach *(Info) Pg. 14-16*
- D. Budget Amendment for Restricted Donation *(Info) Pg. 17*
- E. Financial Condition for May 2026 *(Info) Pg. 18-19*
- F. Statistical Report for May 2026 *(Info) Pg. 20-21*
- G. July 2026 Program Calendar *(Info) Pg. 22*
- H. Staff Development *(Info) Pg. 23*

## VII. Governance (20 minutes)

- A. Initial Discussion About Plans for 2026 Library Board Retreat *(Info) Pg. 24*
- B. Revise Heritage Room Policy *(Vote) Pg. 25-27*
- C. Friends of the Portage District Library Update *(Info) Pg. 28*
- D. Memo - Conflict of Interest Disclosure Painted Lady Greenhouse *(Vote) Pg. 29*

## VIII. Ends Development (20 minutes)

- A. Presentation of the Preliminary FY 2027 Budget for the Portage District Library *(Attached Separately)*

**IX. Library Director's Reports (20 minutes)**

A. Final remarks by Library Director for the June 22, 2026 Library Board Meeting

**X. Process Evaluation (5 minutes total)**

A. Suggestions for Agenda Items to be included on the July 27, 2026 Board Meeting

1. Minutes of the Regular Meeting held on June 22, 2026
2. Review of Internet Policy
3. Final Review and Approval of Proposed Fiscal Year 2027 Budget and Millage Rate for public inspection prior to Public Hearing at the August 24, 2026 board meeting
4. 2nd Quarter Report for FY 2026
5. Presentation of the Library's 3-Year Technology Plan (FY 2027-2029)
6. Monitoring Report on Executive Limitation for Minutes/Records Retention

B. Miscellaneous

**XI. Adjournment**

# Memo

## **Presentation of Audit Report for Fiscal Year 2025 by Rehmann Robson**

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

The Fiscal Year 2025 financial audit of Portage District Library has been completed, and a representative from the accounting firm Rehmann Robson will present virtually at the June 22, 2026, board meeting. They will go over the audit report and summarize the library's financial standing for the period January through December 2025. At that time, their major findings will be shared, and you will have an opportunity to ask any questions you may have.

# MINUTES

From the May 18, 2026  
Regular Board Meeting

## I. Start of Meeting

## II. Roll Call

**Board Members Present:** Ken Baker, Michele Behr, Cara Terry (6:30PM), and Donna VanderVries

**Board Members Absent:** Jeanne Friedman (excused), Tom Vance (excused), Linda Whitlock (excused)

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

**Library Staff Absent:** Steve Rossio and Colin Whitehurst

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

Library Board Vice Chair Michele Behr welcomed everyone to the May 18, 2026 Library Board Meeting. She asked if anyone present had any comments and there were none.

## IV. Guest Speaker

### A. Presentation by Guest Speaker Dan Jaqua, Jaqua Realtors

Vice Chair Michele Behr introduced Dan Jaqua for his presentation. Jaqua Realtors recently celebrated their 50 year anniversary (founded in 1975). Jaqua said that he prepares this presentation yearly to present to anyone who is in a position to hire and bring new people to the community to understand its strengths.

The following are the 6 pillars that we believe people assess a community on when they are coming to the area:

1. Economic Development - investments in businesses in the community. Jaqua listed numerous businesses in the community who are creating new jobs

2. Community Development

Do we have a Whole Foods, a Trader Joes, or other attractive businesses.

Other community developments such as the Kalamazoo Event Center (\$515 million development), Downtown Kalamazoo updates, Indoor Youth Sports Complex in Westwood, ZapZone in Crossroads Mall, Pickle Rage - pickball facility in Portage, Portage YMCA updates, Kroger in the former BigLots, Housing and Apartment plans, senior living

3. Development Through Education

KRESA Career Connect - programs, students, teaching trades

Kalamazoo Promise celebrating 20 years and providing over 9,000 scholarships

Kalamazoo and Portage Public School improvements

WMU in the news, new President, Athletic Dept, residence Hall

4. Community Strength

Crime, mental health resources, assistance for the unhoused

5. Quality of Life

Kalamazoo Country Club, Farmers Markets Investments, Kalamazoo State Theatre, Chenery Auditorium, New restaurants

#### 6. Real Estate Market -

Inventory is increase, morgage rates

Hopefully I've told you something you didn't know. Some things planned and why things may or may not happen. Things change, but overall there are so many things going on in our community. Things we should be talking about to build community spirit and attract people to our area.

Jaqua answered questions from trustees and staff. There was discussion about lack of retail/shopping experience in our area, but Jaqua talked about emphasizing the positive. Michigan has four seasons, outdoor activities, lakes and parks.

### V. Adoption of the Agenda for the Regular Meeting of May 18, 2026

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

**MOTION:** It was moved by Trustee VanderVries and supported by Trustee Baker that the Library Board adopt the agenda for the regular meeting of May 18, 2026. Vote: 4 -Yes, 0-No, 3-Absent. Motion carried.

### VI. Consent Agenda

Library Board Vice Chair Behr asked if there were any changes needed to the consent agenda for the May 18, 2026 board meeting before its adoption. Trustee VanderVries requested to remove Item G. MLA Advocacy.

- 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*

**MOTION:** It was moved by Trustee Terry and supported by Trustee Baker that the Library Board adopt the agenda for the regular meeting of April 27, 2026. Vote 4-Yes, 0-No, 3-Absent. Motion carried.

Item G - MLA Advocacy: Trustee VanderVries led a discussion about the citizen's ballot initiatives such as Ax Mi Tax, which aim to eliminate property taxes in Michigan with no plans for replacement. This is something we should be paying attention to in the future.

**MOTION:** It was moved by Trustee VanderVries and supported by Trustee Terry to approve Item G - MLA Advocacy. Vote 4-Yes, 0-No, 3-Absent. Motion carried.. Motion carried.

### VII. Governance

#### A. Patron Behavior Policy

Library Director Klien said that the changes to the Patron Behavior Policy are clarifying language requested by the library staff.

**MOTION:** It was moved by Trustee DVV and supported by Trustee Terry that the Library Board approve the changes to the Patron Behavior Policy as requested. Vote 4-Yes, 0-No, 3-Absent. Motion carried.

## B. Memo: OrangeBoy and Savanna Contract

Library Director Klien discussed options for offering library card applications and renewals online. We have received positive feedback from other libraries who use the OrangeBoy service. OrangeBoy is matching information the patron provides to the postal service information. If the information matches, a card is issued or renewed. If the information doesn't match, the patron will have to come in to the library in-person to renew or have a new card issued.

Savanna is a service that will help us provide all the information from the Welcome Packet to patrons who sign up online for a library card. Patrons will be able to opt in to receive emails regarding library programs and services they would be interested in receiving more information about.

OrangeBoy/Savanna will not have general access to our patron database or information about book checkouts or program attendance. We will be able to automate reminder emails for when items are due and reminders that your library card is about to expire.

**MOTION:** It was moved by Trustee VanderVries and supported by Trustee Baker that the Library Board allow the Portage District Library to enter into a contract with OrangeBoy/Savanna 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 as requested. Vote 3-Yes, 0-No, 1-Abstain, 3-Absent. Motion carried.

## VIII. Library Director's Reports

### A. Final remarks by Library Director for the May 18, 2026 Library Board Meeting.

The Annual Lego City display in the meeting rooms is coming up. Sign up if you are interested in helping to monitoring the room.

The library is in the process of hiring and Adult Services Outreach Librarian, a Library Assistant for the Circulation Department, and a Library Aid to reshelve books in Youth Services.

Klien said that she, Business Manager Foti, and HR Consultant Hemphill are working on preparing for FMLA eligibility for when the library reaches 50 employees.

Klien will be meeting with Board Chair Freidman for a mid-year review.

The library will be closed Monday for Memorial Day, June 19th for Juneteenth, and closed Sundays for summer.

Reminder that there will be Audit and Budget presentations next month.

## IX. Process Evaluation

### 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

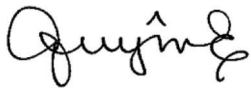
## X. Adjournment

Library Board Vice Chair Behr said if there was no further business to be considered, that she would accept a motion to adjourn the regular board meeting of May 18, 2026.

**MOTION:** It was moved by Trustee Terry and supported by Trustee Baker that the Library Board adjourn the regular meeting of May 18, 2026. Vote 4-Yes, 0-No, 3-Absent. Motion carried.

**DISPOSITION:** The regular board meeting of My 18, 2026 was adjourned at 7:35 PM.

Recorded and Transcribed by,



**Quyên Edwards**  
*Library Board Secretary*

# Director's Report

## June 2026

### Adult Services

Tuesday, May 5th, Adult Services Librarian [Jacob Lambert](#) hosted a "Know Your Rights!" presentation from Legal Aid of Western Michigan which focused on Tenant-Landlord rights and responsibilities and gave overviews on leases, evictions, and other housing related topics. All 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."

On Monday, May 18th, Adult Services Librarian [Rachael Wiegmann](#), held the last Light Lunch and Literature Book Group for the season. This group consistently meets September through May and focuses on contemporary and literary novellas. This month, we read Fyodor Dostoevsky's *White Nights* which sparked discussion about symbolism, Russian lifestyle, and young love.

For lunch, we had Spaghetti Napolitana and crinkle cookies, which were brought in by a participant. There were thirteen people at this book group. A patron left a comment: "I loved this—real diverse group of readers with broad selections. Normally, I don't read novellas. I like 'broadening' my reading. I loved the diversity of the group and selections and the respect of all the participants. Lunch was a nice bonus BTW! [sic] Rachel [sic] is a great leader—love her honesty about what we've read. This is my favorite library event!"

In May, Adult Services Librarian [Ruth Cowles](#) released the following sets for the Library of Things:

HP Sprocket Photobooth – Just in time for graduation parties. This one-of-a-kind photobooth lets you take photos instantly and share all the fun. Customized photos are printed on 3x4" sticky-backed photo paper.

Mah Jongg Set - This complete American Mahjong set is made for family gatherings, casual games, clubs, and travel. The blue paisley carrying bag helps keep the tiles and accessories together for simple storage and transport. Beginner's book included.



### Youth Services

The final Kids' Dip Club was May 13th. We had 12 attendees who made either Brownie Batter Dip or Funfetti Cake Batter Dip. Youth Staff [Sarah](#) and [Annette](#) walked the chefs through the steps to make this dip, which included cream cheese, marshmallow fluff, Cool Whip, and Brownie mix or Funfetti cake mix. They added mini M&Ms and/or Sprinkles. They then decorated their dip with their "dippables." Kids' food programming will start back up again in October with "Will it Waffle?"

Youth Staff [Emily Mingle](#) and [Kristin McNeal](#) attended PPS's Early Childhood Family Literacy Night on May 13th where children were able to spin a prize wheel to win a piece of library swag. The hit of the night was a popper fidget ball, with families staying in the gym to play catch, bounce it back and forth, and try to make baskets.



Youth Staff hosted a visit from all the Portage Public Schools' Young 5's classes. The theme was "Farm". Included in the activities were a milking station, storytime, pollination craft, and a hands-on examination of the parts of a plant.

Outreach Librarian [Andrea Smalley](#) and Head of Youth [Laura Wright](#) hosted West Middle School's Leadership class. The class worked this year to make bookmarks for giveaways at PDL. As a thank you, staff invited them to the library for activities and book checkout.

## Makerspace

The Makerspace has been filled with positive energy as the school year lets out! We have updated our Creative kits to include hand embroidery, beaded animals, scratch art, calligraphy, modeling clay and more!

On May 21st, we hosted the always popular, Laura Weiler, for a Makerspace Program. Patrons enjoyed a buffet of materials. After collaging, they wrote a letter to themselves that the library will mail out in 6 or 12 months. Thank you, Laura, for sharing your create talents and inspiration to the patrons of the Portage District Library.

Keep an eye out for the Makerspace Library! A collection of STEAM (science, technology, engineering, arts, and math) and narrative nonfiction books that will live in the Makerspace for patron use connecting to our machines and creative pursuits.



## Heritage Room

For the month of May, the Heritage Room received an amazing donation of Brownie and Girl Scout uniforms from a long-time Portage resident. She was attending the scouts back in the late 1960's/early 1970's and had saved everything. A future exhibit is being planned.

The picture this month from the John Todd Collection shows an unidentified worker at the old Kalamazoo Country Club. I chose this picture for two reasons...one, this old building will soon be no more as the brand-new Kalamazoo Country Club facility has just opened. Second, the fact that he is sitting at the club's soda fountain with the windows open behind him just feels like an appropriate summer photograph.

## Personnel

The library will be conducting interviews for the Adult Librarian-Outreach position in the coming weeks. Four candidates have been chosen for the first round of interviews. The library is in the process of its due diligence on two candidates for the Library Assistant position in Circulation. [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 has concluded and the audited financial statements will be presented to the library board at the June board meeting. Budgeting is winding down and a preliminary budget presented to the board at the June meeting.

## Information Technology

In May 2026 after verification of its deployed test computers images, the IT Department began rolling out its new computers for public access usage. This project involved zero downtime as the computers are being replaced mornings before the library opens for public usage. The IT Department is finishing Creation Station computers' beta images and will begin replacing these computers next. The library plans to add circulating laptops and pilot in-house PAC ipads. The library used 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 has finalized production configurations of DeepFreeze Cloud. The IT Department has begun implementing this new cloud tool. The new cloud tool has added maintenance tools that will allow IT staff to better maintain these computers as well as possibly offer remote assistance to users.

The IT department has remediated most of the issues with one of its core file servers and had hoped that it could transition by June. However, it is still working to transition SMTP relay services to Azure communication services.

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. Aunalytics is working to provide a test environment to ensure that there is no service disruption due to the changes planned.

The IT Department continues to maintain the firmware for its network devices including its firewalls, switches and access points with regular security and enhancement patches and continues to plan a new AV solution and MFA solution in 2027.

The IT Department continues to monitor and test its LMS as SirsiDynix moves its infrastructure to Azure. The IT Department is finishing its transition of its website server to a new platform.

## **Circulation and Technical Services**

During the month of May, we had 696 students use their PASS cards. We sent out 3246 SMS messages regarding holds, overdue materials, bills, and account renewals. We also repaired 133 books with the CoverOne machine, totaling \$1982.10 in savings.

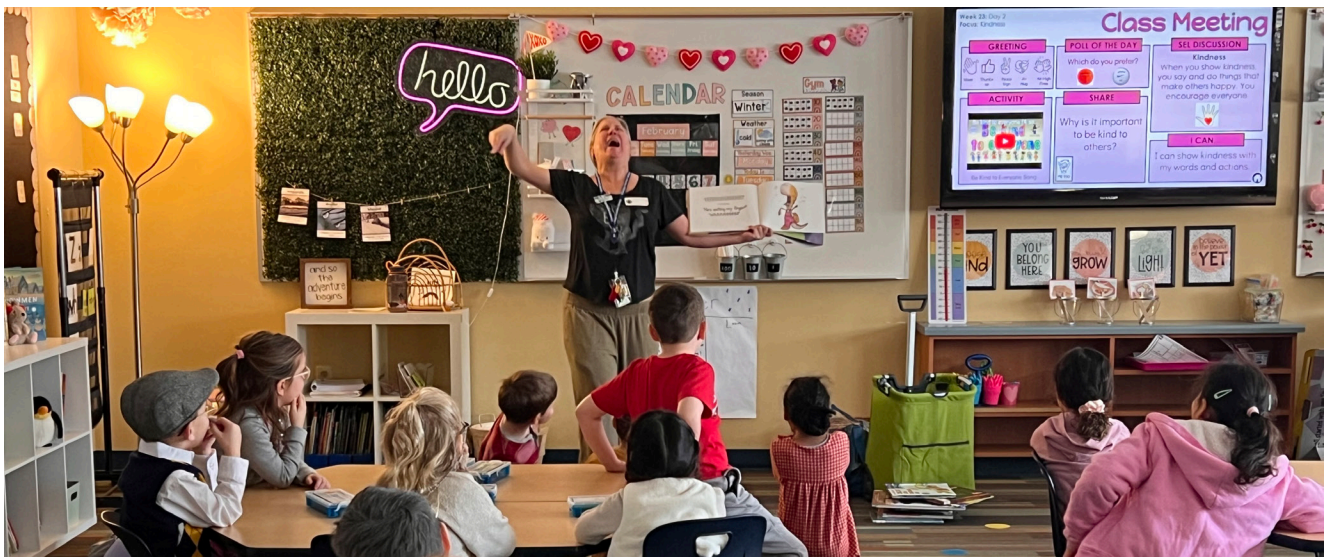
## **Building and Maintenance**

The June facilities work is progressing well overall, with several key initiatives successfully completed and others moving forward as planned. The quarterly HVAC maintenance has been fully completed, marking one of the four scheduled service cycles for the year and helping ensure the system continues to operate efficiently through the warmer months. The grounds have been tidied and are in good condition, contributing to a clean and well-maintained exterior appearance. Water systems have been properly treated to maintain quality and system performance, and pest control inspections have been completed with no issues noted, indicating that preventative measures remain effective. In addition, annual backflow testing has been successfully finished in compliance with required standards. Carpet cleaning in the youth area is currently ongoing, supporting a clean, safe, and welcoming environment for all occupants.

# Spotlight On: Outreach

As the Library's role in Portage has grown and changed, so has our responsibility to effectively collaborate with outside organizations and adapt our services to better fit the community's needs. Outreach connects the library to community organizations and families, raises awareness of Library services, and provides a bridge to those who are underserved.

Thank you, [Andrea Smalley](#) (Youth Services). We are so appreciative of your efforts! We are currently in the process of hiring an Adult Outreach Librarian. Adult Services staff has been doing outreach in the community and we expect to have an increase in Outreach efforts by the end of 2026 with this new addition.



## Youth

The Outreach goals:

- Bring library services to underserved patrons
- Increase community awareness about how the library works and the multiple ways library services can positively impact them
- Connect youth with books they will love and build lifelong readers
- Develop relationships and partnerships to integrate the library into the community and maximize opportunities to reach patrons

The Youth Staff work hard to connect with the kids and teens of Portage and with their educators and caregivers. We have some wonderful long-standing relationships with the Portage Public Schools resulting in annual outreach programming. We visit the schools to serve as guest readers, to bring STEM activities to

compliment curriculum, to bring Makerspace tools and activities, to connect with students and caregivers at Family Literacy Nights, and to promote the PASS accounts and hand out cards.

Youth Librarians have also continued to expand outreach to Portage preschools, including regular storytime visits, family nights, and field trips with Woods Edge, Adventures Learning Center, PCCN, and the PPS Early Childhood classrooms.

One very positive impact of our outreach efforts has been an increasing number of field trips and family nights held at the library. Field trips let us show youth how we've designed spaces and activities to welcome them, and allow us to promote PASS card usage, sign caregivers up for library cards, and show off our youth book collections. Over the last year we've welcomed all the PPS Young 5's classes for a group field trip, 4th and 5th graders from Central Elementary for a walking field trip, students and families from the PPS English Language Learners classes for a Family Night, and West Middle School Leadership Class 7th and 8th graders.

We are particularly proud of our relationship with the students and teachers at Community High School. This is PPS's alternative high school, which does not have a library on-site. Over the past few years we've worked with educators to build a student responsive Outreach Collection housed in a classroom at Community High. We also work with individual students to find items from the PDL collection or through MelCat that are delivered through inter-school mail. Community High students have visited the library to explore the teen space and check out books, make buttons and magnets in the Makerspace, and record their creative writing and songs in the studio.

Although the schools are an important part of the Youth Outreach programming, Youth Staff are also working with other partners in the community to reach patrons and spread information. We bring activities and information to City of Portage events such as Fall Fest and the Farmer's Market, to the Department of Public Safety Pig Out, to Kalamazoo Pride and Youth Pride, the Kalamazoo Youth Development Day of Summer Learning, and more. We also circulate books throughout the summer to the YMCA Summer Camp and the PPS Summer Learning sessions. This year we also had opportunities to engage with KRESA multilingual learning educators and to attend meetings of the Kalamazoo Refugee Resource Collaborative, and we hosted our first Arabic Language Storytime led by a patron.

In 2025, our 74 outreach events reached over 6,600 people. So far this year, we have held or participated in 39 events, and reached about 5085 people! In order to maximize our impact, Outreach Services are constantly evolving in response to community needs and changes. We're grateful for our positive relationships in the schools and broader community, and hope to continue growing school visits, field trips, and event attendance as staffing allows. In response to patron requests, we plan to explore remote card registration and printing, expanding travelling STEM and maker outreach kits, and potential locations for outreach collections. We have a very positive reception in the community, which creates a healthy demand for Outreach Services that will allow us to continue growing and pursuing our goals.



## **PDL Seed Library and the Kalamazoo Seed Collaborative**

Portage District Library, with representation by [Quyen Edwards](#), is proud to be a member of the Kalamazoo Seed Collaborative. Their mission is to encourage and empower a rich and vibrant food system for our community by encouraging the Kalamazoo Community to grow, with free seeds and seed stories. Other collaborators include: Kalamazoo Valley Community College Food Innovation Center, Kalamazoo Public Library, Kalamazoo Valley Museum, Western Michigan University Library, Urban Exposure Initiative LLC, the Edison Neighborhood Association, and Southwest Michigan Land Conservancy.

Between February and April 2026, the collaborative hosted weekly Honorable Harvest Lecture series at the Marilyn J Slack Culinary and Allied Health Building with programs including a Community Seed Packing day. PDL also hosted an informational table featuring the Seed Library at the Foodways Symposium at the Kalamazoo Valley Museum.

The Kalamazoo Seed Collaborative meets quarterly at one of the collaborating locations to share information about their programs, clean and share seeds, and plan upcoming events.

# Memo

## Budget Amendment to Adjust the FY 2026 Budget for a Designated Donation

**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** June 8, 2026

### **BACKGROUND**

On June 5, 2026, the library received an \$8,000 donation that was designated to the World Language Collection and immigrant focus from Mr. Hojat Jeffrey Rostami in memory of his wife, Antonia. This donation was made in addition to the ones he has made over the past few years for the same purpose.

### **RECOMMENDATION:**

I recommend that the Library Board approve a Budget Amendment to the Fiscal Year 2026 Budget to increase the Adult Services Materials Restricted expenditure lines by \$8,000 for the use of these funds in FY2026.

# Financial Condition Report

May 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 \$9,280,019  
Expenditures \$3,764,232

Fund	4/30/2026	Changes	5/31/2026
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

May 2026

	Month Statistics			YTD Statistics		
	May-26	May-25	CHANGE	2026	2025	CHANGE
<b>Circulation/Collections</b>						
<b>Total Library Circulation</b>	<b>80,331</b>	<b>75,867</b>	<b>5.88%</b>	<b>407,925</b>	<b>406,801</b>	<b>0.28%</b>
Adult - Books	16,207	16,536	-1.99%	81,281	83,895	-3.12%
Adult - A/V	2,683	2,576	4.15%	14,306	14,349	-0.30%
Youth - Books	27,852	30,653	-9.14%	149,352	155,622	-4.03%
Youth - A/V	2,407	2,626	-8.34%	13,704	13,244	3.47%
Hot Picks	694	667	4.05%	3,769	3,120	20.80%
E-Material	28,795	21,216	35.72%	136,872	128,045	6.89%
ILL - PDL Requests	993	992	0.10%	5,314	5,351	-0.69%
ILL - Other Lib. Requests	700	601	16.47%	3,327	3,175	4.79%
<b>Self-Checkout Percentage</b>	<b>51.77%</b>	<b>50.64%</b>		<b>52.23%</b>	<b>51.55%</b>	
<b>Total Library Collection</b>	<b>175,988</b>	<b>181,088</b>	<b>-2.82%</b>			
Adult - Books	70,179	71,340	-1.63%			
Adult - A/V	7,799	9,221	-15.42%			
Youth - Books	90,478	90,614	-0.15%			
Youth - A/V	5,967	7,344	-18.75%			
Hot Picks	1,565	2,569	-39.08%			
<b>Net Acquisitions</b>	<b>410</b>	<b>1,762</b>	<b>-76.73%</b>	<b>3,647</b>	<b>6,175</b>	<b>-40.94%</b>
Purchased - Books	1,977	2,922	-32.34%	11,943	13,444	-11.16%
Purchased - A/V	154	159	-3.14%	859	689	24.67%
Donated - Books	0	0	0.00%	0	1	-100.00%
Donated - A/V	0	0	0.00%	0	1	-100.00%
Material Discarded	(1,721)	(1,319)	-30.48%	(9,155)	(7,960)	-15.01%
<b>Total In-House Usage*</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>0</b>	<b>0</b>	<b>n/a</b>
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
<b>Patrons</b>						
<b>Total Patrons</b>	<b>34,880</b>	<b>34,129</b>	<b>2.20%</b>			
Adult	18,217	17,561	3.74%			
Youth	1,831	2,046	-10.51%			
Non-Resident	272	237	14.77%			
Reciprocal	4,172	3,673	13.59%			
Internet User	1	458	-99.78%			
PASS Users	10,330	10,095	2.33%			
Professional	57	59	-3.39%			
<b>Net Patrons</b>	<b>89</b>	<b>136</b>	<b>-34.56%</b>	<b>441</b>	<b>857</b>	<b>-48.54%</b>
Adult	174	182	-4.40%	896	980	-8.57%
Youth	6	15	-60.00%	48	44	9.09%
Non-Resident	5	7	-28.57%	10	15	-33.33%
Reciprocal	45	63	-28.57%	329	353	-6.80%
Internet User	0	0	0.00%	0	72	-100.00%
PASS Users	2	4	-50.00%	48	69	-30.43%
Professional	0	0	0.00%	1	2	-50.00%
<b>Patrons Removed</b>	<b>(143)</b>	<b>(135)</b>	<b>-5.93%</b>	<b>(891)</b>	<b>(678)</b>	<b>-31.42%</b>

# Statistical Report

May 2026

	Month Statistics			YTD Statistics		
	May-26	May-25	CHANGE	2026	2025	CHANGE
<b>Library Building Usage</b>						
<b>Total Meeting Room Usage</b>	<b>815</b>	<b>886</b>	<b>-8.01%</b>	<b>4,250</b>	<b>4,444</b>	<b>-4.37%</b>
Internal/Collaboration	79	91	-13.19%	619	606	2.15%
External/Outside Usage	736	795	-7.42%	3,631	3,838	-5.39%
<b>Total Program Audience</b>	<b>1,216</b>	<b>1,690</b>	<b>-28.05%</b>	<b>13,578</b>	<b>16,622</b>	<b>-18.31%</b>
Adult	656	1,189	-44.83%	3,846	5,751	-33.12%
Youth	403	333	21.02%	8,888	10,066	-11.70%
Heritage Room	157	168	-6.55%	844	805	4.84%
<b>Total Number of Programs</b>	<b>111</b>	<b>77</b>	<b>44.16%</b>	<b>510</b>	<b>510</b>	<b>0.00%</b>
Adult	49	62	-20.97%	243	277	-12.27%
Youth	8	12	-33.33%	198	220	-10.00%
Heritage Room	54	3	1700.00%	69	13	430.77%
<b>Total Volunteer Hours</b>	<b>112</b>	<b>158</b>	<b>-29.11%</b>	<b>750</b>	<b>982</b>	<b>-23.63%</b>
Adult	45	54	-16.67%	268	355	-24.51%
Youth	12	40	-70.00%	143	265	-46.04%
Technical	6	9	-33.33%	51	67	-23.88%
Circulation	17	23	-26.09%	128	133	-3.76%
Administration	32	32	0.00%	160	162	-1.23%
Community Service	0	0	0.00%	0	0	0.00%
<b>Total Front Door Traffic</b>	<b>21,987</b>	<b>22,056</b>	<b>-0.31%</b>	<b>98,974</b>	<b>100,016</b>	<b>-1.04%</b>
<b>Total Youth Services Traffic</b>	<b>16,756</b>	<b>17,003</b>	<b>-1.45%</b>	<b>75,750</b>	<b>76,186</b>	<b>-0.57%</b>
<b>Total Business Center Traffic</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Information Access/Reference/Research</b>						
<b>Total Reference Transactions</b>	<b>6,366</b>	<b>9,465</b>	<b>-32.74%</b>	<b>37,736</b>	<b>37,081</b>	<b>1.77%</b>
Adult Phone	590	633	-6.79%	3,208	3,029	5.91%
Adult Ready Reference	845	1,924	-56.08%	5,135	8,408	-38.93%
Adult Reference	94	350	-73.14%	452	1,243	-63.64%
Youth Phone	71	88	-19.32%	407	408	-0.25%
Youth Ready Reference	2,002	2,701	-25.88%	12,929	14,202	-8.96%
Youth Reference	153	298	-48.66%	849	1,359	-37.53%
HR Phone	5	7	-28.57%	30	49	-38.78%
HR Ready Reference	345	422	-18.25%	1,187	1,276	-6.97%
HR Reference	32	45	-28.89%	73	80	-8.75%
Circ Phone	571	576	-0.87%	3,047	2,535	20.20%
Circ Ready Reference	534	887	-39.80%	4,123	1,657	148.82%
Circ Reference	1,124	1,534	-26.73%	6,296	2,835	122.08%
<b>Total Edutainment LAN Use</b>	<b>0</b>	<b>387</b>	<b>-100.00%</b>	<b>0</b>	<b>1,237</b>	<b>-100.00%</b>
<b>Total Internet Computer Use</b>	<b>1,756</b>	<b>1,742</b>	<b>0.80%</b>	<b>8,514</b>	<b>8,851</b>	<b>-3.81%</b>
Youth Computers	182	167	8.98%	939	975	-3.69%
Adult Computers	1,572	1,571	0.06%	7,563	7,848	-3.63%
Laptop Computer Circulated	2	4	-50.00%	12	28	-57.14%
<b>Total Electronic Transactions</b>	<b>58,965</b>	<b>42,697</b>	<b>38.10%</b>	<b>301,831</b>	<b>223,762</b>	<b>34.89%</b>
WebSite Hits	47,896	31,564	51.74%	248,562	169,690	46.48%
WebCatalog Sessions	9,855	9,788	0.68%	45,779	46,077	-0.65%
Licensed Database Hits	1,214	1,345	-9.74%	7,490	7,995	-6.32%

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

Christy Klien, Library Director

## LEGO City

June 28 - July 3  
All Day

## Middle Grade Book Club

4th-6th Grade  
Wednesday, July 1  
6:00pm - 7:00pm

## Summer Storytime

Tuesday, July 7  
9:30am & 10:30am

## Chronicles of Cass County

With Author Rose Mary Wood  
Tuesday, July 7  
6:00pm - 7:30pm

## Immaculate Snacks & Gaming

6th-12th Grade  
Wednesday, July 8  
3:30pm - 4:30pm

## Kids Create

Youth Art Printmaking Project  
Thursday, July 9  
5:30pm - 6:30pm

## Winter in July for Young 5s through 2nd Grade

Station-based "Winter" activities  
Thursday, July 9  
5:30pm - 7:00pm

## Revolutionary Encampments at Portage

Celebrate America's 250!  
Saturday, July 11  
10:00am - 4:00pm

## Historical City Center Walking Tours

with Local Historian, Steve Rossio  
Saturday, July 11  
10:00am - 2:30pm

## Kindergarten Readiness

For Those Entering Kindergarten in the Fall of 2026  
Monday, July 13  
9:30am & 3:00pm

## Summer Storytime

Tuesday, July 14  
9:30am & 10:30am

## Yoga with Apral

Tuesday, July 14  
4:00pm - 5:00pm

## Get to Know the Makerspace

A tour of machines and projects  
Tuesday, July 14  
5:30pm - 6:15pm

## PDL Monarch Waystation Tour

Tuesday, July 14  
6:30pm - 8:00pm

## Bedtime Storytime

For children 5 and under and their grownups  
Wednesday, July 15  
6:30pm - 7:00pm

## Fancy Flower Design - Ages 9-12

With the Kalamazoo Garden Council  
Friday, July 17  
1:00pm - 3:00pm

## Sizzlin' Summer Flower Show

Brought to you by the Kalamazoo Garden Council  
Friday, July 17 | 3:30pm - 6:00pm  
& Saturday, July 18 | 9:00am - 3:00pm

## Kalamazoo Macintosh Users' Group

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

## Recyclable Blooms - Ages 6-8

With the Kalamazoo Garden Council  
Saturday, July 18  
9:30am - 11:00am

## Tea Service and Yoga

with Apral Milan-Corcoran and Ping Tao  
Monday, July 20  
6:00pm - 7:30pm

## Summer Storytime

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

## Teen Ice Cream Social

6th-12th Grade  
Tuesday, July 21  
6:30pm - 7:30pm

## Family Book Club Trivia

For families with elementary to middle school aged children  
Wednesday, July 22  
6:00pm - 7:00pm

## Eating the Healthy Way with Dietician, Gretchen Kauth

The Mediterranean Diet  
Wednesday, July 22  
6:00pm - 7:00pm

## Makerspace Studio

Adult Block Printing Art Project  
Thursday, July 23  
5:30pm - 6:30pm

## Cooking Demo with Chef Gandia!

Live on the Charlie Cart!  
Thursday, July 23  
6:00pm - 7:00pm

## Family Game Day

Elementary-age kids and their favorite adults welcome!  
Friday, July 24  
2:00pm - 3:30pm

## Summer Storytime

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

## Teen LGBTQ+ Meet-Up

6th-12th Grade  
Tuesday, July 28  
6:30pm - 8:00pm

## Craftapalooza for Families

Kids and their adults are welcome!  
Wednesday, July 29  
10:30am - 12:00pm

## Yoga with Apral

Wednesday, July 29  
4:00pm - 5:00pm

## Friends of the Library Members Only

Book Sale  
Friday, July 31  
4:00pm - 5:30pm

# Memo

## 2026 Staff Development Day

**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** June 15, 2026

The library's Professional Development Committee has been planning this year's annual Staff Development Day for Friday, September 18, 2026. The day will be filled with library-wide training sessions featuring guest speakers and departmental-focused meetings and training.

We request that the Library Board approve the closure of the library on Friday, September 18, 2026, to enable staff to focus on training that will benefit both the community and the staff.

# Memo

## Initial Discussion About Plans for 2026 Library Board Retreat

**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** June 16, 2026

### BACKGROUND:

The Portage District Library Board typically holds an Annual Retreat in the fall. Over the years, trustees have participated in many different activities for their retreat. It is usually a learning opportunity for trustees and library administrative staff to experience together.

Plans for a 2026 Library Board has been placed on the agenda for the June 22, 2026 Meeting for discussion.

# Memo

## Heritage Room Policy Changes

**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** April 16, 2026

### Background

Local Historian Steve Rossio requested changes to the Heritage Room Policy this year. In Section IV. Loaned Items, Item A.

“Due to space restrictions within the Heritage Room, historic items may not be placed on long term loan/storage. Any item loaned to the Heritage Room for display purposes shall be returned (within one week of the) conclusion of the display run.”

He requested that the word “storage” be removed and the addition of “within one week” be added to the policy.

### Recommendation

I recommend Library Board Trustees approve the Heritage Room Policy as presented with changes made.

# Heritage Room Collections and Use Policies

## I. Materials Acquisition

Materials may be added to the Heritage Room Collection through donations, gifts, purchases, trades from individuals or institutions or via deposits from governmental bodies.

## II. Donations

- A. The Heritage Room Coordinator will accept donations for the Heritage Room that: complement existing collections; add to the history of the immediate community, surrounding area and state of Michigan; and/or develop collections of specific interest to the general public.
- B. The Heritage Room Coordinator reserves the right to reject any donated material if said donated material is deemed to be unsuitable for the Heritage Room by reason of subject, format, condition or restrictions. Any donation that comes with a restriction will be reviewed by both the Heritage Room Coordinator and the Portage District Library Director to determine if said item(s) will be accepted or declined due to the nature of said restriction(s).
- C. Items accepted into the Heritage Room Collection become the sole property of the Portage District Library. If at any time after acquisition/donation an item is determined to be outside the scope of the Heritage Room Collection, it may be deaccessioned and disposed of according to the terms of the "Material Disposition Form" which accompanies the Deed of Gift.
- D. For every donation received, a "Deed of Gift" agreement will be filled out by the Heritage Room Coordinator and then signed by both the Coordinator and the Donor.
- E. The Heritage Room's primary collecting focus is on original materials with copies/reproductions taken only to fill gaps in the history of the community or when such copies contain significant historical information about the area. Copies or reproductions of materials shall not be taken by the Heritage Room unless the donor possesses the original version(s) of the item(s). Copies/reproductions will be processed the same as original items with the exception that use restrictions will be permitted from the donor, once again providing the item is of significant local historical interest. Any item loaned to the Heritage Room for copying/scanning shall be returned to the owner within one week's time.

## III. Drop-off Items

The acceptance of any material left in the Heritage Room without contact information (i.e. dropped off) will fall to the sole discretion of the Heritage Room Coordinator. If said material is accepted, a deed of gift will be created with the header "Unknown Donor." If the item(s) is/are determined to be of no use to the Heritage Room Collection, it/they will be properly disposed of after a two-week waiting period.

#### **IV. Loaned Items**

- A.** Due to space restrictions within the Heritage Room, historic items may not be placed on long term loan. Any item loaned to the Heritage Room for display purposes shall be returned within one week of the conclusion of the display run.
- B.** All loaned items will be documented in writing including condition and length of loan and will be signed off by the loaner and the Heritage Room Coordinator. One copy will be given to the loaner; one copy will accompany the loaned item(s) and one copy will be placed in the "loaned item" file. Upon return of the item, the loaner will sign off on the return and the Heritage Room copy will be retained for thirty (30) days after the item has been returned.

#### **V. Use Policies**

- A.** The use of sensitive, rare and/or fragile materials by the general public shall be determined by the Heritage Room Coordinator. If an item is deemed to be as such that the original may not be used a suitable copy will be provided in lieu of the original.
- B.** All volumes located within the public space of the Heritage Room shall be cataloged in the same manner as all other Portage District Library materials and will receive a distinguishing label of "HR" on their spine label along with the pertinent Dewey Decimal number. Certain volumes deemed to be of historical significance shall receive a "archival catalog bookmark" in lieu of the spine label.
- C.** Certain volumes within the Heritage Room reference collection will be available for checkout and will be identified by a clear red tag placed over the spine label. All material available for checkout will follow the same standards as library material in the Adult Non-Fiction Collection. Items that do not contain a clear red tag are treated as reference and may not be checked out unless approved by the Heritage Room Coordinator or the Portage District Library Director.

# Memo

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

**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** June 18, 2026

### Background

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

There will be an item on the agenda for any Library Board meeting that immediately follows a Friends book sale or board meeting. Since the Friends had a book sale on June 5 and 6, 2026 and their June board meeting on June 15, there will be an item on the agenda for the June 22, 2026 Library Board meeting.

# Memo

## Request for Approval to Purchase Native Plants from Painted Lady Greenhouse

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

In the Fall of 2026, the library plans to create a new garden in the grassy area adjacent to the staff parking lot. The planting design was created by Mike Weis of Dropseed Native Gardens and Ecological Services.

Due to a large local native planting project in the area, not all recommended plants are available from our usual source, Hidden Savannah Nursery in Kalamazoo, Michigan. Locally appropriate native plants are difficult to obtain from traditional nurseries. Other native plant vendors in the area include WildType Nursery in Mason, Michigan, and Painted Lady Greenhouse in Portage, Michigan.

Purchasing plants from Painted Lady Greenhouse would be optimal to save travel time and library funds as Mason, Michigan is over an hour away.

Painted Lady Greenhouse is co-owned by library staff member Quyên Edwards. Plants are available in the quantities, varieties, and timeline needed to support the library's planting goals at Painted Lady Greenhouse. I recognize that this relationship could be perceived as a conflict of interest. We want to be transparent and comply with library policy by making the Library Board aware of the relationship.

I request approval to purchase native plants from Painted Lady Greenhouse for the library's upcoming landscaping and pollinator habitat project. This recommendation is based solely on the greenhouse's ability to meet the project's needs, not on the staff member's ownership interest. The library would purchase only plants that Hidden Savannah cannot supply for our project from Painted Lady Greenhouse.

If approved, I will ensure that all purchases comply with established library procurement procedures and that documentation is maintained to demonstrate that selections were made in the library's best interest.