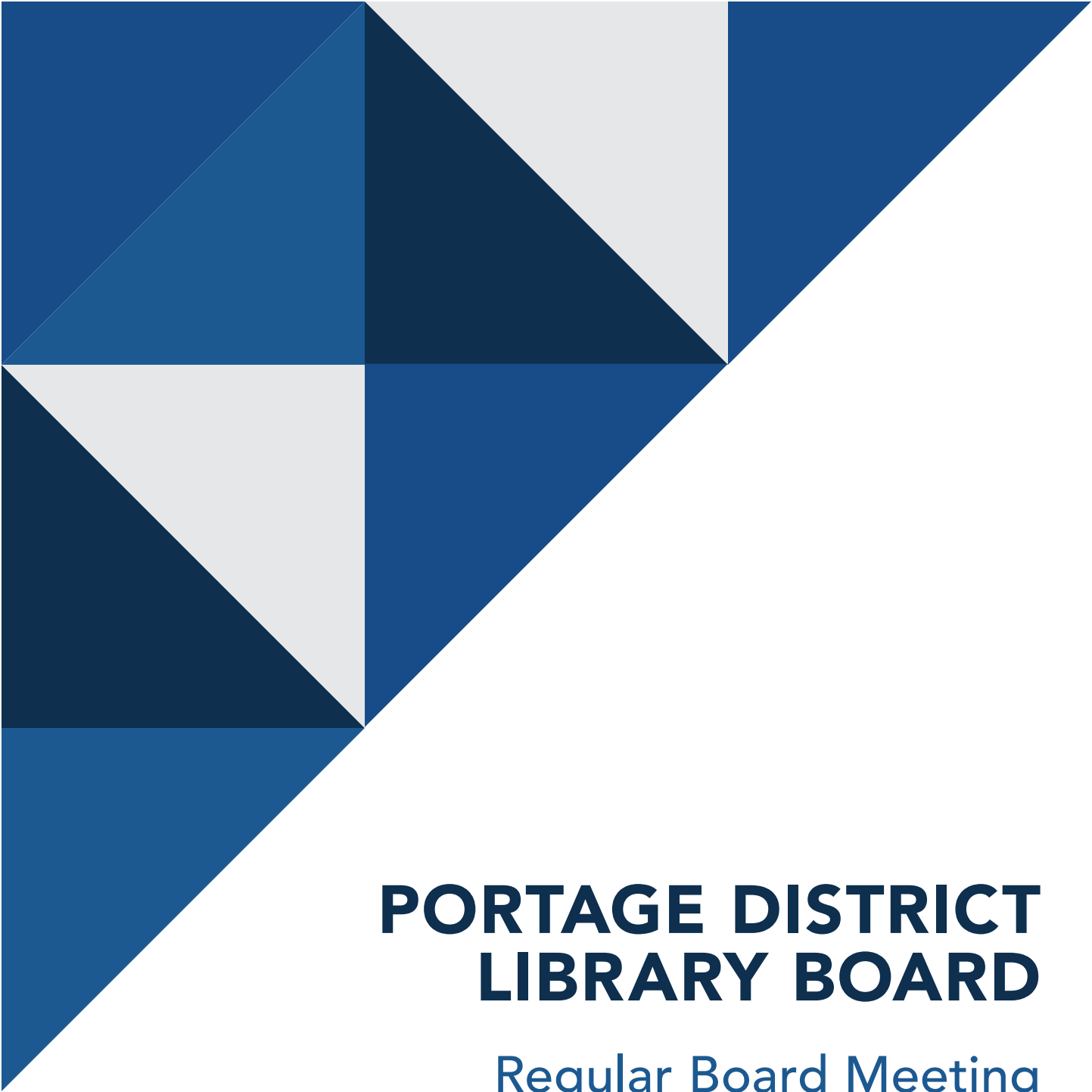




PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting
August 24, 2026

300 LIBRARY LANE, PORTAGE, MICHIGAN 49002





NOTICE OF PUBLIC HEARING and REGULAR MEETING

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting, Monday, August 24, 2026 | 6:00 PM

The Library Board of the Portage District Library will hold a Public Hearing and regular meeting on Monday, August 24, 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 the FY 2027 Budget and 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: Aug. 20, 2026

Quyen Edwards
Library Board Secretary

Portage District Library
300 Library Lane
Portage, MI 49002

AGENDA

August 24, 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 August 24, 2026 (1 minute) (Vote)

V. Public Hearing

- A. Public Hearing on the proposed FY 2027 Budget. (Info) Pg.4
- B. Formal Resolution to Adopt the FY 2027 Budget and Set the Amount of Millage Rate to be Levied for the Library for FY 2027. (Info) Pg.5-6

VI. Consent Agenda (5 minutes) (Vote)

- A. Minutes of the regular meeting held on July 27, 2026 (Info) Pg.7-9
- B. August 2026 Narrative (Info) Pg.10-14
- C. Financial Condition for July 2026 (Info) Pg. 15-16
- D. Statistical Report for July 2026 (Info) Pg. 17-18
- E. September 2026 Program Calendar (Info) Pg.19-20
- F. MLA Advocacy August 2026 (Info) Pg.21-23

VII. Governance (20 minutes)

- A. Friends of the Library Update and Budget Amendment (Info) Pg.24-25
- B. Monitoring Report for Executive Limitation on Compensation & Benefit for Library Employees. (Info) Pg.26-28
- C. Monitoring Report for Executive Limitation for Treatment of Staff. (Info) Pg.29-31

VIII. Library Director's Reports (20 minutes)

- A. Final remarks by Library Director for the August 24, 2026 Library Board Meeting

IX. Process Evaluation (5 minutes total)

- A. Suggestions for Agenda Items to be included on the September 28, 2026 Board
 - 1. Meeting Minutes of the Regular Meeting held on August 24, 2026
 - 2. Review of Capitalization Policy
 - 3. Review of Materials Selection Policy
 - 4. Report on 2026 Summer Reading Program
 - 5. Initiation of Library Director's 2026 Evaluation Process
- B. Miscellaneous Items

X. Adjournment

Memo

Public Hearing on the Proposed FY 2027 Budget

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

The Portage District Library is required by law to conduct a public hearing on any budget under consideration. For this reason, a public hearing on the Proposed FY 2027 Budget will be held immediately before the regular board meeting on Monday, August 24, 2026. A special notice of this public hearing appeared in the Kalamazoo Gazette.

1. The Library Board Chair will convene the meeting, announce that it is a public hearing on the budget and open the floor to any comments or questions from the public.
2. After any member of the public has addressed the board, the Library Board Chair or their designee, will then read a "Resolution to Set the Millage Levy for the Portage District Library and Adopt the Fiscal Year 2027 Library Budget" if there are any public guests attending.
3. The Library Board Chair will then call for a motion to close the public hearing. The motion needs to be made, seconded and passed.
4. The Library Board Chair will request a motion to pass the Resolution and a roll call vote will be taken.

The official action taken by the Library Board to set the millage levy and adopt the FY 2027 Budget for the Portage District Library and allow the library to proceed to have taxes collected at that millage levy rate.

Resolution to Set the Millage Levy for the Portage District Library and Adopt the Fiscal Year 2027 Library Budget

Public Hearing on Fiscal Year 2027 Budget Held on August 24, 2026

WHEREAS, in compliance with the requirements of the Michigan Uniform Accounting and Budgeting Act, a balanced budget has been set up for the Portage District Library for the Fiscal Year January 2027 through December 2027; and

WHEREAS, a public hearing was held on August 24, 2026 on the proposed Fiscal Year 2027; Portage District Library Budget, in compliance with all applicable laws;

WHEREAS, the Portage District Library is recognized by the Library of Michigan as a legally established district library operating in the County of Kalamazoo, State of Michigan, pursuant to the District Library Establishment Act, 1989 PA 24 (MCL 397.171 et seq.), with an effective date of March 22, 1998;

WHEREAS, the Portage District Library Board is the governing body of the Portage District Library with all the powers granted to such a district library board by the Act; including the legal authority to determine the amount of money necessary for the operation of the district library and to levy a tax on the taxable property in the Portage District Library service area; and

WHEREAS, the Portage District Library Board has determined that the levy of a district-wide property tax in an amount not to exceed 2.0 mills, reduced by Headlee rollback to 1.9875, is necessary to generate revenue which, combined with other income and transfers derived from Industrial Facility Tax Income \$159,862, State Aid Income \$35,000, Local Community Stabilization Share Appropriation \$365,000, County Penal Fines \$50,000, Local Fines and Fees Income \$17,950, Interest Income \$200,000, Rental Income \$2,000, Vending Services \$6,500 and \$29,286 of funding into the Library's General Reserve, will result in adequate funding to provide library services to the residents of the Portage District Library district; and

WHEREAS, the Portage District Library's original millage proposition was passed by a majority of voters in the Portage Public Schools election on June 8, 1998, authorizing the Portage District Library Board to levy a tax annually upon all property subject to ad valorem taxation within the district in an amount not to exceed 1.5 mills on the taxable value of such property;

WHEREAS, the Portage District Library's new additional millage proposition was passed by a majority of voters in the general election on November 5, 2019, authorizing the Portage District Library Board to levy a new additional millage in an amount not to exceed 0.5 mill against all taxable property within the Portage District Library district for a period of ten (10) years, 2019 to 2028, inclusive;

NOW, THEREFORE, BE IT RESOLVED by the Portage District Library Board that the following sums are appropriated for the 2027; Fiscal Year of the Portage District Library for the purposes set forth below:

Operating Expenses	Budget
Salaries & Wages	\$ 2,643,429
Fringes & Benefits	\$ 1,014,107
Library Materials	\$ 854,985
Library Supplies	\$ 185,100
Administrative Services	\$ 392,620
Buildings & Utilities	\$ 470,950
Furnishings & Equipment	\$ 5,816
Other Charges	\$ 402,270
Total Operating Expenses:	\$ 5,969,277
Capital Projects Expenses:	\$ 1,270,100
GRAND TOTAL EXPENSES:	\$ 7,239,377

BE IT FURTHER RESOLVED, that the total budget for the Portage District Library for Fiscal Year 2027; in the amount of \$ 7,239,377; presented by the Library Director, is hereby approved and adopted by the Portage District Library Board; and

BE IT HEREBY RESOLVED, that the Portage District Library Board sets the millage levy for the Portage District Library at 1.9875 mills (\$1.9875 per \$1,000) to be levied on real and personal property in the district on December 1, 2026; in compliance with applicable law.

PORTAGE DISTRICT LIBRARY BOARD | COUNTY OF KALAMAZOO, MICHIGAN

By: _____

Jeanne Friedman, Chair

By: _____

Quyen Edwards, Secretary

DATE: _____

MINUTES

From the July 27, 2026
Regular Board Meeting

I. Start of Meeting

II. Roll Call

Board Members Present: Jeanne Friedman, Cara Terry, and Tom Vance and Linda Whitlock

Board Members Absent: Ken Baker (excused), Michele Behr (excused), and Donna VanderVries (excused)

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

Library Staff Absent: Lawrence Kapture, Steve Rossio, and Colin Whitehurst

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

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

- A. Comment from Library Staff Edwards - Edwards commented on the success of the recent Kalamazoo Garden Council Flower Show - Sizzlin' Summer. There were over 300 members of the community who came to view the show, 2 successful youth programs, public garden tours, and lots of positive feedback.
- B. Comment from Board Chair Friedman - Friedman commented on the positive interactions at the Lego City display. Trustees agreed it was fun and interesting to greet visitors and hear feedback.
- C. Comment from Trustee Vance - Vance commented on the engagement of Adult Services staff at the Zhang Portage Farmers Market. Great job!

IV. Adoption of the Agenda for the Regular Meeting of July 27 2026

Library Board Chair Friedman asked if there were any changes to the agenda before its adoption.

Klien request to move Section 7C - "Final Review of the Preliminary 2027 Budget" to first on the agenda so that Business Manager Foti could be excused. Klien also requested to add the Memo "Fee Correction for Meeting Room Rentals" to Governance Item B.

MOTION: It was moved by Trustee Vance and supported by Trustee Terry that the Library Board adopt the agenda with the changes requested by Library Director Klien for the regular meeting of July 27, 2026. Vote: 4 -Yes, 0-No, 3-Absent. Motion carried.

V. 2027 Budget

- A. Final Review and approval of the preliminary FY 2027 Budget and Millage Rate for Public Inspection prior to Public Hearing at the August 24, 2026.

Foti said that new information he received included an additional tax capture of \$800. With that minor addition, this is the same budget that was presented at the June meeting. Following Board approval, this proposed budget will be printed for public inspection at the Adult and Youth Information Desks. A posting on MLive Public Hearings will also be completed as required before the August Meeting.

MOTION: It was moved by Trustee Terry and supported by Trustee Vance that

the Library Board approve the budget as proposed prior to the Public Hearing on Monday, August 24, 2026. Vote 4-Yes, 0-No, 3-Absent. Motion carried.

VI. Consent Agenda

Library Board Chair Friedman asked if there were any changes needed to the consent agenda for the July 27, 2026 board meeting before its adoption.

- A. Minutes of the regular meeting held on June 22, 2026
- B. June 2026 Narrative
- C. Financial Condition for June 2026
- D. Statistical Report for June 2026
- E. MLA Advocacy Update
- F. August 2026 Program Calendar
- G. 2nd Quarter Financial Report
- H. Monitoring Report on the Executive Limitation Policy for Minutes and Records Retention

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

VII. Governance

A. Internet Policy and Filtering

Library Director Klien said this agenda item is highlighting the requirement put forth by e-Rate to have a discussion about filtering as required. The Library Board needs to affirm that we will apply the filtering standards as recommended so that we can apply for USF eRate funding. At this time, there are no funding changes determined for the program, however we will let the Board know if there are adjustments made to this program.

MOTION: It was moved by Trustee Whitlock and supported by Trustee Terry that the Library continue to maintain CIPA compliance to pursue eRate Funding, and approve the Internet Policy as presented. Vote 4-Yes, 0-No, 3-Absent. Motion carried.

B. Community Meeting Room

Library Director Klien requested a change to the meeting room pricing. There was an error made as the combined rooms should match the individual room prices added together as intended.

Tier 1 - residents and paying member (discounted rate)

Tier 2 - non-library card holders and reciprocal borrowers

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

VIII. Ends Development

A. Second Quarter 2026 Strategic Plan Report -

Library Director Klien said the staff has been making great progress. Making efforts towards our plan. The Board expressed appreciation for the highlights so that they can follow updates.

B. Technology Plan (2027-2029)

Systems Administration Rolfe Behrje was invited to make his annual Technology Plan presentation. He said that the library has specific goals and objectives regarding technology and is making great progress. We almost have everything to SaaS (Software as a Service) which means the library no longer has servers onsite - everything is hosted locally with Aunalytics. Taken initiatives with the USF Funds to modernize the "plumbing" in the network. The library has well managed Wi-fi

The goal is to empower our patrons - mobile app, self checkout - however you want to use the library, we want to make it as convenient as possible. Our technology has been very reliable. Selected not necessarily on the lowest cost, but the best products for the required service. The more invisible the service is, the happier we are. Its there and it works seamlessly in the background is the goal.

Office 365, Microsoft 365, Windows 365

Website BlueHost Wordpress

Upgrades happen afterhours and with limited downtime.

eMaterials and eServices continue to grow.

Always working to make it better and more resilient systems, especially for those time we have maximum number of users hanging on the network; at times there can be up to 500 different devices using our network.

We are closing in at million circs per year which is pretty outstanding.

IX. Library Director's Reports

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

Klien said it's hard to believe, but Summer Reading 2026 ends next week.

3D printer is ready in Youth Services and is already working and attracting a lot of attention.

X. Process Evaluation

A. Suggestions for Agenda Items to be included on the August 24, 2026 Board Meeting

1. Minutes of the Regular Meeting held on July 27, 2026
2. Public Hearing on the Proposed FY 2027 Budget and Formal Resolution to Adopt the FY 2027 Budget and Set the Amount of Millage Rate to be Levied for the Library
3. Monitoring Report for Executive Limitation on Compensation and Benefits for Library Employees
4. Monitoring Report on Executive Limitation for Treatment of Staff

B. Miscellaneous Items - None

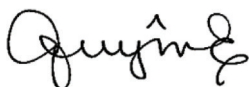
XI. Adjournment

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 July 27, 2026.

MOTION: It was moved by Trustee Terry and supported by Trustee Whitlock that the Library Board adjourn the regular meeting of July 27, 2026. Vote 4-Yes, 0-No, 3-Absent. Motion carried.

DISPOSITION: The regular board meeting of July 27, 2026 was adjourned at 7:35 PM.

Recorded and Transcribed by,



Quyen Edwards
Library Board Secretary

Director's Report

March 2026

Adult Services

On Tuesday, July 7th, Adult Services Librarian [Jacob Lambert](#) hosted local author Rose Mary Wood for a discussion on her recent book "Chronicles of Cass County" a journey through the highlights of Cass County's history ranging from the abolitionist movement to industrial contributions. The response was positive and energetic as the Q&A stretched on well past its scheduled time with Cass County natives sharing their stories and Rose Mary Wood nearly selling out her stock of books.

On Wednesday, July 8th, Adult Services Librarian [Lawrence Kapture](#) hosted students from Portage Central's International Baccalaureate program. Twenty four students used our meeting room to confer with instructors about their 2026 projects for graduation from the IB program.

On Saturday, July 11th, 2026, the Portage District Library hosted a celebration of America's 250th with a Revolutionary War Encampment. Jerry Berg from the Swordsmanship Museum and Academy provided us with an 84th Highland Regiment and an American army. The 84th Highland Regiment was placed in what would eventually become Michigan by the British Crown. History was reinvented with the Highland Regiment winning the Battle at Potage. Adult Services Librarian [Rachael Wiegmann](#) and Adult C.S.A. [Sarah Keizer](#) oversaw the encampment. This event was covered by WMUK and was published on July 16th, 2026. This encampment was well attended with 259 people visiting from all parts of Michigan. This event ran concurrently with Heritage Room Coordinator Steve Rossio's three walking-tours of Portage City Central. Thank you to [Rachael Wiegmann](#), [Steve Rossio](#), [Jacob Lambert](#), and [Sarah Keizer](#) for helping to make this event successful!



Adult Services Librarians [Jacob Lambert](#) and [Ruth Cowles](#) attended the GAIL (Generative AI in Libraries) conference with the hopes of better understanding the use, risks, and ethics of generative AI in public libraries and to better position PDL to handle patron needs and inquiries.

Adult Librarian [Ruth Cowles](#) reports that Adult Summer Reading has ended with 4,780 books read. The library distributed gift cards to ninety people this year. Some of the comments from our patrons: "I appreciate being able to participate in Summer Reading and all the efforts of the PDL staff!"

"I love the reading programs Portage Library does each year."

Adult Librarian [Ruth Cowles](#) reports that a popular summer item is our solar panel with a Jackery battery. This kit allows a patron to camp, hike, or just get away from it all in a remote area, while still providing the necessary power for anything that needs to be plugged in. We offer two of these kits. One patron said, "We definitely appreciated the solar panel and battery while at a rustic campground and hope to use it again next summer!"

Youth Services

Youth Staff made three remote circulation visits to the YMCA Summer Camp, bringing 450 books for campers to enjoy during their reading time. Youth Outreach librarian [Andrea Smalley](#) also visited the camp two more times during July to lead campers in enrichment activities around the themes of nature and space. We made pinwheels and buttons, applied temporary tattoos, played astronomy bingo, and more.

Youth Outreach Librarian [Andrea Smalley](#) partnered with teachers from Amberly Elementary for two events, bringing free books and the button maker to a meet-up at Amberly Elementary followed by another at Milham Meadows apartment complex.

Youth Outreach Librarian [Andrea Smalley](#) worked with Makerspace Coordinator [Jamie McKinney](#) and the PPS ELL teachers for the second annual ELL Middle School Field Trip to the Makerspace. The group of about 25 students made sublimation T-shirts with their own designs, and several got their first copy of their PASS card printed out.

Youth Staff hosted [Annette Wendt's](#) Winter in July program. Activities included winter craft stations like Pop Art Snowman and winter bookmarks. Activity stations included "ice skating" and snow cone treats. Unfortunately, Annette was not able to run the program, but our wonderful [Mary Breuer](#) stepped up and took over and we had a successful program. We had 24 in attendance.

Teen Services Librarian [Olivia Pennebaker](#) hosted the Teen Summer Reading Pizza Party, where teens who read for 45 days during Summer Reading got to eat pizza, play games, and sing karaoke in a VIP lounge (aka the Austin, Sugarloaf, & West Lake rooms).

Kindergarten Readiness was held on July 13th for 9 upcoming Kindergarteners and their families. Families got to be a fly on the wall while upcoming Kindergarteners practiced skills such as listening, using scissors, walking in a line, and teamwork. One parent commented that it was the first time her son had attended something without her, and it was great to be able to watch how he did.

Youth Librarian [Laura Wright](#) hosted Craftapalooza event, welcoming 120 attendees to create fantastic art with our buffet of supplies.

Makerspace

The Makerspace has been a busy place this summer! The 3d printers have been running around the clock, the Creative and STEM kits are being replenished often, and appointments are keeping makerspace staff very busy!

Makerspace programming had a printmaking theme this month. Adults carved away linoleum blocks to print greeting cards and youth did Styrofoam prints using water based markers. Both were a big hit!



Circulation and Technical Services

During the month of July, the Circulation Department repaired over 160 books, creating a savings of about \$2350 in repurchasing materials. We had 865 students use their PASS cards. We sent 3514 text messages regarding overdue materials, holds, bills, and membership renewals.

Personnel Information/HR

This month, significant progress was made across staffing, HR infrastructure, and vendor management. The Makerspace-Programming position was officially posted for hire, marking an important step toward expanding programming capacity and support within the Makerspace. Interviews will begin the week of August 17th. Additionally, [Cecelia Roehm](#) was hired as the library's new full-time Adult Outreach Librarian, with onboarding underway and a start date of July 31, 2026. On the financial side, the library worked with Global Payments to lower merchant service fees for credit card transactions processed through the self-checkout machines. Finally, with the assistance of the library's fractional HR support, work began on establishing electronic employee files and a comprehensive onboarding procedure covering paperwork, software credentials, equipment, training, and benefits.

Local History

The Heritage Room took part in several America 250 events during the month of July.

The first was at the Portage "Kalamazoo Symphony" concert on July 1st. The concert was to be held at the Overlander Bandshell but due to extreme temps was moved to Portage Central High School. Local Historian [Steve Rossio](#) set up an exhibit of oversize photographs showcasing Portage's past as well as debuting the Portage Time Capsule project. The event was a huge success with the public both enjoying the photographs and commenting on how glad they were that the library was represented.

The next event was the reading of the Declaration of Independence on July 8th. This was a national endeavor in which institutions were encouraged to hold a reading of the Declaration at 6:00 pm (EST) so there could be a unified event reaching across the entire United States and its Territories. It was a simple, yet mighty reading held on the steps of the library. Despite temps reach into the high 90's Local Historian [Steve Rossio](#) was dressed in a 100 year old continental soldier uniform manufactured in Kalamazoo in 1926 for the "America 150's."

On Saturday, July 11th, the 250 Commemoration continued with a Revolutionary War Encampment held on the neighboring Reformed Church field (co-sponsored by Adult and the Heritage Room) as well as the Portage History Walking Tour run by Local Historian [Steve Rossio](#). Once again, temps were well into the high 80's and low 90's and despite this, both events saw outstanding attendance.

As a final note regarding the "America 250s", the Heritage Room put together a display containing numerous artifacts from America's 100, 150's and Bicentennial. This display will remain up until September.

During July, Local Historian [Steve Rossio](#) also traveled to the Society of American Archivists conference. It was an excellent conference where Steve attended numerous work secessions, met with various colleagues including representatives from Recollect and talked to several vendors who will be able to solve some Heritage Room conundrums.

Information Technology

In July 2026 the IT department finished Creation Station computers' beta images and deployed the Apple Studio and Windows workstations. The circulating laptops and pilot in-house PAC iPads images are being completed and the reset process for the iPads is being tested.

The IT department's DeepFreeze Cloud management of its public access computers proves to be reliable, streamlined and aggregates more data regarding application usage. DeepFreeze in combination with Ninite and JAMF MDM are making the IT department more efficient by providing a reliable, secure and private computing experience for library users. Additionally, DeepFreeze Cloud maintenance of PAC computers, their software patching and windows updates are completed with much less manual intervention.

The IT department completed its migration to a new windows AD server. All issues are resolved including SMTP relaying, SFTP services, DNS services, DHCP services and file/print services and syncing to Microsoft 365.

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.

The IT Department continues to monitor and test its LMS as SirsiDynix moves its infrastructure to Azure. In July Enterprise, SIP and Web Services production instances will be moved to Azure and in August Symphony will be moved to Azure. The IT Department is finishing its transition of its website server to a new platform.

The IT Department is now planning its transition to new Self-Checkout Stations, new payment devices

and other RFID equipment. The IT Department is also exploring SaaS services for its TBS Public Access computer time and print management service as well as TBS MagnaPOS payment system.

Facilities Management

Facilities operations and improvement projects continued to progress throughout the month. Monthly pest control services were completed as scheduled, and Allied Mechanical Services (AMS) successfully repaired a leak in the building's heating system, ensuring reliable operation of critical infrastructure. Ongoing paint touch-up work has continued throughout the facility to maintain a clean and well-kept appearance. Outdoor seating enhancements were completed with the replacement of the library's two existing outdoor tables with five new durable composite tables, including one table specifically designed to provide accessibility for wheelchair users. In addition, the garden project continues to move forward at a strong pace, with ground preparation work ongoing and mulch deliveries received as part of the next phase of development.

Financial Condition Report

July 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 \$ 9,521,061
Expenditures \$ 4,433,364

Fund	6/30/2026	Changes	7/31/2026
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	8,952,193	-	8,952,193

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

July 2026

	Month Statistics			YTD Statistics		
	Jul-26	Jul-25	CHANGE	2026	2025	CHANGE
Circulation/Collections						
Total Library Circulation	92,107	92,119	-0.01%	588,150	583,480	0.80%
Adult - Books	18,209	18,468	-1.40%	116,722	119,101	-2.00%
Adult - A/V	3,148	3,084	2.08%	20,181	20,280	-0.49%
Youth - Books	37,632	37,520	0.30%	222,886	226,030	-1.39%
Youth - A/V	3,807	3,884	-1.98%	21,034	20,329	3.47%
Hot Picks	704	773	-8.93%	5,157	4,627	11.45%
E-Material	27,016	26,562	1.71%	190,417	181,127	5.13%
ILL - PDL Requests	964	1,133	-14.92%	7,130	7,504	-4.98%
ILL - Other Lib. Requests	627	695	-9.78%	4,623	4,482	3.15%
Self-Checkout Percentage	53.47%	59.05%		53.71%	54.11%	
Total Library Collection	176,257	180,110	-2.14%			
Adult - Books	70,215	71,368	-1.62%			
Adult - A/V	7,781	9,282	-16.17%			
Youth - Books	90,700	89,568	1.26%			
Youth - A/V	6,044	7,352	-17.79%			
Hot Picks	1,517	2,540	-40.28%			
Net Acquisitions	824	1,185	-30.46%	6,007	8,682	-30.81%
Purchased - Books	3,115	2,433	28.03%	17,503	17,702	-1.12%
Purchased - A/V	144	134	7.46%	1,211	970	24.85%
Donated - Books	0	0	0.00%	0	4	-100.00%
Donated - A/V	0	0	0.00%	0	3	-100.00%
Material Discarded	(2,435)	(1,382)	-76.19%	(12,707)	(9,997)	-27.11%
Total In-House Usage*	0	0	n/a	0	0	n/a
In-House Periodical Usage	0	0	n/a	0	0	n/a
In-House Book Usage	0	0	n/a	0	0	n/a
Patrons						
Total Patrons	35,051	34,314	2.15%			
Adult	18,345	17,738	3.42%			
Youth	1,791	2,017	-11.20%			
Non-Resident	272	252	7.94%			
Reciprocal	4,246	3,789	12.06%			
Internet User	1	357	-99.72%			
PASS Users	10,336	10,101	2.33%			
Professional	60	60	0.00%			
Net Patrons	92	102	-9.80%	618	1,048	-41.03%
Adult	199	202	-1.49%	1,304	1,387	-5.98%
Youth	9	24	-62.50%	79	96	-17.71%
Non-Resident	0	7	-100.00%	12	27	-55.56%
Reciprocal	78	89	-12.36%	467	530	-11.89%
Internet User	0	0	0.00%	0	72	-100.00%
PASS Users	2	4	-50.00%	54	75	-28.00%
Professional	1	0	100.00%	3	3	0.00%
Patrons Removed	(197)	(224)	12.05%	(1,301)	(1,142)	-13.92%

Statistical Report

July 2026

	Month Statistics			YTD Statistics		
	Jul-26	Jul-25	CHANGE	2026	2025	CHANGE
Library Building Usage						
Total Meeting Room Usage	921	880	4.66%	6,048	6,093	-0.74%
Internal/Collaboration	128	135	-5.19%	860	865	-0.58%
External/Outside Usage	793	745	6.44%	5,188	5,228	-0.77%
Total Program Audience	3,733	3,793	-1.58%	22,828	25,527	-10.57%
Adult	951	875	8.69%	5,569	8,022	-30.58%
Youth	2,782	2,918	-4.66%	16,375	16,643	-1.61%
Heritage Room	0	0	0.00%	884	862	2.55%
Total Number of Programs	67	79	-15.19%	642	664	-3.31%
Adult	39	49	-20.41%	324	375	-13.60%
Youth	28	30	-6.67%	247	275	-10.18%
Heritage Room	0	0	0.00%	71	14	407.14%
Total Volunteer Hours	415	212	95.75%	1,473	1,355	8.71%
Adult	62	67	-7.46%	378	470	-19.57%
Youth	276	72	283.33%	628	377	66.58%
Technical	8	12	-33.33%	68	86	-20.93%
Circulation	37	26	42.31%	175	193	-9.33%
Administration	32	32	0.00%	224	226	-0.88%
Community Service	0	3	-100.00%	0	3	-100.00%
Total Front Door Traffic	18,002	18,023	-0.12%	135,984	137,360	-1.00%
Total Youth Services Traffic	14,132	13,998	0.96%	103,880	104,297	-0.40%
Total Business Center Traffic	0	0	0.00%	0	0	0.00%
Information Access/Reference/Research						
Total Reference Transactions	7,839	9,094	-13.80%	54,125	55,218	-1.98%
Adult Phone	691	520	32.88%	4,629	4,035	14.72%
Adult Ready Reference	1,439	1,804	-20.23%	7,921	11,912	-33.50%
Adult Reference	172	160	7.50%	869	1,608	-45.96%
Youth Phone	77	103	-25.24%	577	625	-7.68%
Youth Ready Reference	2,564	3,501	-26.76%	18,453	21,140	-12.71%
Youth Reference	441	573	-23.04%	1,626	2,483	-34.51%
HR Phone	4	23	-82.61%	43	95	-54.74%
HR Ready Reference	18	27	-33.33%	1,405	1,620	-13.27%
HR Reference	3	4	-25.00%	78	98	-20.41%
Circ Phone**	615	498	23.49%	4,353	3,506	24.16%
Circ Ready Reference	647	471	37.37%	5,397	2,591	108.30%
Circ Reference	1,168	1,410	-17.16%	8,774	5,505	59.38%
Total Edutainment LAN Use	0	95	-100.00%	0	1,497	-100.00%
Total Internet Computer Use	1,936	1,815	6.67%	12,175	12,324	-1.21%
Youth Computers	335	308	8.77%	1,572	1,579	-0.44%
Adult Computers	1,597	1,502	6.32%	10,584	10,710	-1.18%
Laptop Computer Circulated	4	5	-20.00%	19	35	-45.71%
Total Electronic Transactions	79,648	80,521	-1.08%	453,057	366,706	23.55%
WebSite Hits	69,003	69,777	-1.11%	378,797	291,598	29.90%
WebCatalog Sessions	8,878	8,870	0.09%	63,654	63,838	-0.29%
Licensed Database Hits	1,767	1,874	-5.71%	10,606	11,270	-5.89%

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

** Includes Curbside Activity

Christy Klien, Library Director

PDL Events

September 2026

Lunchtime Concert

with Parkwyn Jazz

Enjoy a lunchtime concert outdoors!

Tuesday, September 1

12:00pm - 1:00pm

Makerspace Studio- Flower Bar

A floral arranging drop-in

Wednesday, September 2

4:00pm - 6:00pm

Drawing Fantasy Creatures

with artist, Natalie Budnick

Wednesday, September 2

6:00pm - 7:00pm

Family Storytime

Tuesday, September 8

9:30am & 10:30am

Teen Advisory Group

6th-12th Grade

Tuesday, September 8

6:30pm - 7:30pm

Baby/Toddler Storytime

Wednesday, September 09

9:30am & 10:30am

Middle Grade Book Club

4th-6th Grade

Wednesday, September 9

6:00pm - 7:00pm

Pub(lic) Library Trivia

Sci-Fi and Fantasy

Wednesday, September 09

6:30pm - 8:00pm

Yoga with Apral

A gentle approach

Thursday, September 10

4:00pm - 5:00pm

Makerspace Studio

Sublimated Pillows

Adult and Teen art project in the Makerspace

Thursday, September 10

5:30pm - 6:30pm

Bedtime Storytime

Thursday, September 10

6:30pm - 7:00pm

International Mystery

Book Discussion

"The Vanishing Place" by Zoe Rankin

Thursday, September 10

7:00pm - 8:00pm

Preschool Storytime and Activity

For 3 to 5 year old children.

Friday, September 11

9:30am - 10:30am

Documentary and Donuts

After Truth. Runtime 1:35. 2020.

Friday, September 11

10:00am - 12:00pm

Daughters of the

American Revolution

Lucinda Hinsdale Stone Chapter

Saturday, September 12

1:00pm - 2:00pm

Baby/Toddler Storytime

Monday, September 14

9:30am & 10:30am

Sewing for Teens

Middle/High School

Sewing Class for Teens (6th-12th grades only)

Monday, September 14

4:00pm - 6:30pm

Family Storytime

Tuesday, September 15

9:30am & 10:30am

Save the Cows

a Math Adventure

Elementary-age kids and their favorite adults welcome!

Tuesday, September 15

4:00pm - 6:00pm

Plots and Pages

A Local Writers' Group

Tuesday, September 15

6:00pm - 8:00pm

Fall Home Maintenance

with Community Homeworks

Tuesday, September 15

6:00pm - 7:00pm

Making Sense of Childbirth Education

An Information Session

Tuesday, September 15

6:00pm - 7:30pm

Purl for Portage

A Yarn Arts Club

Tuesday, September 15

6:30pm - 8:00pm

Baby/Toddler Storytime

Wednesday, September 16

9:30am & 10:30am

Medicare 101

presented by Priority Health

Wednesday, September 16

3:00pm - 4:00pm

Art Bites: Cozy

Collage Bookmarks

4th Grade to adult are welcome.

Wednesday, September 16

6:00pm - 8:00pm

Muffins and the Market

An investment discussion group.

Thursday, September 17

9:00am - 10:00am

Bedtime Yoga Storytime with Little Roots Yoga

Thursday, September 17

6:30pm - 7:00pm

**Kalamazoo Macintosh
Users' Group**

Saturday, September 19
9:00am - 12:00pm

Saturday Sound Immersion

Saturday, September 19
10:30am - 11:30am

**Daughters of the
American Revolution**

Lucinda Hinsdale Stone Chapter
Saturday, September 19
1:00pm - 2:00pm

Baby/Toddler Storytime

Monday, September 21
9:30am & 10:30am

**Kalamazoo Valley
Genealogical Society
General Meeting & Program**

Monday, September 21
7:00pm - 8:30pm

Family Storytime

Tuesday, September 22
9:30am & 10:30am

Yoga with Apral

A gentle approach
Tuesday, September 22
4:00pm - 5:00pm

Teen LGBTQ+ Meet-Up

6th-12th Grade
Tuesday, September 22
6:30pm - 8:00pm

Toddler Playtime

Wednesday, September 23
9:30am & 10:30am

Kalamazoo Area Wild Ones

Coalesce: Science & Art
Collaborations
Wednesday, September 23
6:30pm - 8:00pm

Drop-In Genealogy Help

Solve your Genealogy Roadblocks
Thursday, September 24
10:00am - 12:00pm

Kids Create 3D Print Painting

Youth Art Project in the
Makerspace
Thursday, September 24
5:00pm - 7:00pm

Bedtime Storytime

Thursday, September 24
6:30pm - 7:00pm

Kid's Drop-in Fun

PPS Half Day Activities
Friday, September 25
12:00am - 11:59pm

Kalamazoo Plant Swap

with Kalamazoo Plant it Forward
Saturday, September 26
10:00am - 12:00pm

Baby/Toddler Storytime

Monday, September 28
9:30am & 10:30am

Light Lunch and Literature

"Department of Speculation,"
by Jenny Offill
Monday, September 28
12:00pm - 1:00pm

Family Storytime

Tuesday, September 29
9:30am & 10:30am

Teen PowerPoint

Presentation Party

6th-12th Grade
Tuesday, September 29
6:30pm - 7:30pm

Baby/Toddler Storytime

Wednesday, September 30
9:30am & 10:30am

**Cooking Demo with
Chef Jim Mumford**

Enjoy an evening with a local
author and chef.
Wednesday, September 30
6:00pm - 7:00pm

MLA ADVOCACY NEWS

July 2026

Note From Amber

When intellectual freedom makes headlines, it's usually because a library is reacting to a challenge. But the work of protecting the freedom to read doesn't begin when a book is challenged or a policy is questioned. It starts with preparation, strong relationships, and a shared commitment to ensuring every Michigander has the freedom to access information and explore new ideas and perspectives.

That belief was at the heart of the Michigan Intellectual Freedom Summit, where library leaders, trustees, educators, legal experts, and advocates came together in June for two days of conversation, collaboration, and planning. This wasn't designed to be a traditional conference where people listened to presentations and went home. It was a working summit. We asked participants to think deeply about today's challenges, imagine what might be coming next, and help MLA shape a stronger statewide approach to protecting intellectual freedom.

Throughout the summit, we explored intellectual freedom from a variety of perspectives. State and national experts shared insights on emerging legal issues, government speech doctrine, censorship trends, civil liberties, and the growing influence of artificial intelligence. Just as importantly, participants spent time working together identifying future risks, uncovering opportunities, and sharing ideas that libraries can put into practice in their own communities.

As the conversations unfolded, a few clear themes rose to the surface:

One of the strongest messages was that no library should have to face these challenges alone. As legal, political, and technological issues continue to evolve, collaboration across the state will be more important than ever. Participants saw tremendous value in sharing resources, learning from one another, and building stronger partnerships. When participants were asked what they thought was missing from current MI Right to Read resources, they repeatedly mentioned a need for more collaboration. Some responses included 'increased public outreach,' 'connecting libraries so we aren't doing this work alone,' and 'more aligned responses.'

We also heard your call for more practical support. The values behind intellectual freedom are well understood, but many library leaders are looking for concrete tools they can use every day, like policy templates and board education, as well as communication strategies and crisis response resources. Participants repeatedly mentioned a desire for additional training opportunities and guidance on aligning policies with civil rights law.

Another recurring theme was the importance of relationships. Libraries that have built trust with their communities, elected officials, and local organizations are often better prepared when challenges arise. Protecting intellectual freedom isn't just about reacting to book challenges. It's about proactively building understanding of the library's role in a healthy, informed democracy.

At the same time, participants encouraged one another to think beyond today's headlines. Changing information ecosystems, evolving legal questions, and public expectations are reshaping the environment in which libraries operate. Preparing for that future means remaining adaptable while staying grounded in the profession's core values. One participant remarked, 'things may be scary right now, but we have a path forward. It's tricky but doable.'

MLA ADVOCACY NEWS

Perhaps the most meaningful outcome of the summit wasn't any one presentation or discussion. It was the collective roadmap that began to take shape over two days. Through facilitated conversations and collaborative planning, participants identified priorities and generated ideas that will help guide MLA's intellectual freedom work in the months and years ahead.

That work is already underway. The recommendations from the summit are helping shape the next phase of the MI Right to Read initiative, informing future professional development, advocacy efforts, partnerships, and resources for libraries across Michigan. Not every idea will happen overnight but together they provide us with direction for the work ahead.

The Michigan Intellectual Freedom Summit was never meant to be the end. It was the starting point. The challenges facing libraries will continue to change but so will our response. By bringing together diverse voices, encouraging thoughtful discussion, and committing to shared action, we took an important step toward building a stronger, more connected network of support for intellectual freedom across Michigan. And we will be announcing a date soon for a virtual session where summit participants and others will discuss our action items coming out of the summit.

The summit concluded on June 11, but the conversations, and the work they inspired, are just getting started. One note from a participant shared during the final session said, 'my brain is overflowing with new ideas and possibilities. Thank you.'

I could not agree more and am looking forward to sharing updates soon about how MLA will be putting your ideas into action.

FY 2027 State Budget Includes Increased Investment in Michigan Libraries

The Michigan Legislature officially approved the FY 2027 state budget on Friday, July 3, following a nearly 24-hour legislative session that extended through the night as lawmakers worked to complete the budget before the July Fourth holiday weekend. On July 21, Governor Gretchen Whitmer signed the budget into law.

We are happy to share that the final budget includes \$16,567,700 for State Aid to Libraries, along with a one-time \$375,000 increase for State Aid and a one-time \$375,000 increase for the Michigan eLibrary (MeL)—a total of \$750,000 in additional investment for Michigan libraries. The budget also retains a federal authorization line item for library services and technology programs, allowing the Library of Michigan to receive and expend federal funds for statewide services, including MeL and MeLCat. The authorization is essential because, without it, Michigan cannot spend federal Library Services and Technology Act (LSTA) funds awarded to support these critical statewide resources.

For several years, MLA has advocated for increased state investment in MeL to strengthen and sustain statewide library services while continuing to protect access to available federal funding. The continued inclusion of the federal LSTA authorization, coupled with this year's \$375,000 one-time investment in MeL, represents meaningful progress toward ensuring the long-term stability of MeL and MeLCat, even amid ongoing uncertainty surrounding future federal library funding.

Throughout this year's budget process, MLA advocated for a \$500,000 increase to State Aid to Libraries and a \$900,000 one-time General Fund appropriation for MeL. While the final budget does not fully meet

MLA ADVOCACY NEWS

those requests, the funding secured for libraries is significant in a year when many state departments experienced funding reductions.

Thank you to everyone who contacted legislators, participated in Michigan Library Advocacy Day, shared your library's impact, and responded to MLA action alerts. Your advocacy helped demonstrate the value of Michigan libraries and the importance of sustainable funding that strengthens State Aid, protects MeL and MeLCat, and ensures every Michigander has access to high-quality library services. Thank you for staying engaged!

Tell Your Federal Legislators: Reject Censorship. Protect the Freedom to Read.

The American Library Association (ALA) has issued a call to action opposing dangerous censorship bills introduced in the U.S. House and the U.S. Senate, and your voice is needed to help stop them before they gain momentum. ALA is urging library supporters to contact their U.S. Representatives and Senators and ask them to reject the bills. MLA encourages our members to join this effort and take action to protect the freedom to read.

Senate Bill S. 4925 and House Bill H.R. 7661 are identical federal bills titled the "Stop the Sexualization of Children Act," which prohibit the use of federal elementary and secondary education funds for "sexually oriented material" aimed at minors. These bills would undermine parents' rights to guide their children's reading by allowing politicians to impose broad restrictions on what books and materials can be available in schools. The bills use vague and confusing terms, including "sexually oriented material" and "gender dysphoria," to threaten educational funding for books that address topics such as health, science, and art. It would also censor LGBTQIA+ stories and prohibit even basic references to transgender people.

Parents, educators, and library workers—not politicians—are best positioned to make decisions about what children read and learn. School librarians are trained literacy professionals who understand child development and the needs of their communities. They create welcoming environments where students can read, study, explore new ideas, and develop into lifelong readers.

Removing books from school libraries limits students' access to diverse viewpoints, perspectives, and opportunities to learn. Legislation like S. 4925 and H.R. 7661 should concern anyone who believes families, educators, and communities should have the freedom to make these decisions for themselves.

The freedom to read is fundamental to a strong democracy. Congress should protect that freedom and invest in libraries—not restrict access to books.

Follow ALA's call to action to learn more about S. 4925 and H.R. 7661 and contact your U.S. Senators and Representatives. Let them know you support the freedom to read and urge them to reject this legislation!

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: August 19, 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 July 31 and August 1, 2026 and an August board meeting, there will be an item on the agenda for the August 24, 2026 Library Board meeting.

Memo

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

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

Background

Following their Board Meeting on Monday, August 10, 2026, it is my pleasure to announce that the Friends of the Portage District Library will generously sponsor a number of requests made by Youth Library Staff.

The Friends will continue to support the 1,000 Books Before Kindergarten. This is an ongoing program that encourages the families and caregivers of babies, toddlers and preschoolers to read to their children every day. For every 100 books read, the child gets to select a prize and add their name to our 1000 Books display in the preschool room. Without the financial support of our Friends organization, the Library would be very challenged to sustain the level of participation for this program. They have agreed to grants in the following amount:

1,000 Books Before Kindergarten - \$1,800

In addition to Summer Reading, the Friends have also approved a request to replace and update the Preschool Room activities including, but not limited to dollhouse, puppet theatre, and other imaginative play spaces.

Preschool Room 2026 - \$4,854.52

Recommendation

I recommend that the Library Board approve a Budget Amendment to the Fiscal Year 2026 Budget to increase the Programming-Youth Restricted 1000 Books line by \$1,800 and the Youth Supplies line by \$4,854.52.

Monitoring Report on the Executive Limitation Policy Compensation and Benefits

August 24, 2026

With respect to employment, compensation, and benefits to employees, consultants, contract workers and volunteers, the Library Director shall not cause or allow jeopardy to fiscal integrity or public image. Accordingly, they may not:

Policy 1: Change his/her own compensation and benefits.

Director's Response: The Library Director's salary and benefits are set by a contract approved by the Portage District Library Board. Their compensation or benefit package may change only as a direct result of the Portage District Library Board's action. A Board Personnel Committee gathers input from individual trustees about their assessment of the Library Director's compliance with Executive Limitations and fulfillment of the Library's Ends, and based on Policy Governance guidelines, an overall evaluation is compiled and used to determine compensation.

Policy 2: Promise or imply permanent or guaranteed employment.

Director's Response: The Portage District Library Employee Handbook states that Portage District Library is an "at-will" employer, which means that the employer and employee are under no contract to continue employment, and each party may sever the relationship at any time, as long as it does not violate any state or federal law.

Policy 3: Establish current compensation and benefits, which deviate materially from the geographic or professional market for the skills employed.

Director's Response: The Library conducted a salary survey of similar size libraries with the assistance of ElementOne in 2026. Salary range information received from the use of these consultants was used to make adjustments to the Library's existing salary ranges for 2027. These adjustments were part of a planned step adjustment. The Library will be using ElementOne to assist in updating salary ranges on a semi-annual basis. In 2025, ElementOne assisted the Library in developing an evaluation tool that connects with its salary ranges to provide guidance in year-end pay changes.

Library employees' benefit package includes: shared premium paid Health, 100% Dental, Life, and Vision insurance; Short and Long Term Disability insurance; Sec. 125 flexible benefit plan; sick leave; vacation; paid holidays; Personal Well-Being plan; training & development opportunities; and a retirement plan package. The library's retirement package includes a 457 employee funded retirement plan option, a ROTH IRA option, and a 401(a) employer funded plan. Currently the 401(a) funding equals 10% of the employee's salary, paid into the plan each pay period. The employee contribution limit for the 457 Plan is set at the IRS limit for each year. All regular part-time staff have the ability to contribute pre-tax funds from their paycheck to the 457. The Library Director's retirement contribution level is authorized by the Library Board.

The Library also allows employees to purchase additional insurance and service policies through payroll deduction. Those policies include: Mutual of Omaha supplemental life insurance; Guardian Supplemental Accident and Cancer insurance; LegalShield Legal and ID protection services. Additionally, all employees have access to Bronson HelpNet EAP services and the Library's Personal Well-Being Program.

Benefits are administered through the Employee Navigator Employee Portal. The portal allows employees to shop, compare and obtain documentation on benefit plans while making purchasing decisions, or throughout the year for obtaining guidance on coverages.

Policy 4: Create obligations over a longer term than revenues can be safely projected, in no event longer than one-year and in all events subject to losses in revenue.

Director's Response:

All employee benefits have been specifically placed in the current budget, and all benefits can be supported for the 2026 fiscal year. The library reviews the current policy each year against other policies available to insure that the process of comparing health insurance costs are kept at a reasonable level for the library, while providing comparable coverage to employees. In September 2026, the Library will obtain quotes from health insurance companies for premiums for the plan year beginning January 1, 2027. The library will continue to use Rose Street Advisors to obtain quotes and advise the library on the merits of each submission. The library will make a choice on health insurance plans to be offered to employees that will offer the best coverage at the best price that can be afforded by the library and its employees.

Beginning December 1, 2011, the library switched its health insurance plan to a shared premium plan. The Portage District Library previously paid 100% of full-time employee's health insurance premiums. With the passing of legislation by the Michigan Legislature, a hard cap limit was established that regulated the maximum amount that public employers were allowed to contribute towards employees' health insurance premiums. Therefore, all premium costs above that hard cap limit had to be passed on to employees and deducted from their paychecks on a bi-weekly basis.

Additionally, the library switched over from its Health Reimbursement Account (HRA) plan for a more traditional healthcare plan where deductibles are paid by employees. For the plan year beginning December 1, 2016, the library offered two (2) health insurance plan options. The first plan had an out-of-pocket maximum that did not include co-insurance and the second plan included a higher out-of-pocket maximum for employees with a level of co-insurance above the standard deductible. Each plan had a different cost for premiums to the employees and they were allowed to choose which plan they wanted to enroll in. The library added a third option, a Health Savings Account (HSA), for the plan year beginning December 1, 2020. Each year at open enrollment, employees will be given the opportunity to choose a different plan offered by the library. The library will continue to monitor the effects of the Affordable Care Act (ACA), and any replacement legislation, in order to comply with all regulations and also to offer health plans that will be both affordable for the library and its employees, as well as provide top-notch health care coverage.

Policy 5: Establish or change pension benefits so as to cause unpredictable or inequitable situations, including those that:

A. Incur unfounded liabilities.

Director's Response: No unfounded liabilities have been incurred.

B. Provide less than some basic level of benefits to all full time employees, though differential benefits to encourage longevity are not prohibited.

Director's Response: A benefit package has been offered and accepted by all full time employees. Although some benefits increase with longevity, i.e. vacation accrual, no additional benefits have been offered as a negotiation tool to encourage longevity.

C. Allow any employee to lose benefits already accrued from any foregoing plan.

Director's Response: No employee has lost benefits already accrued from any foregoing plan.

Policy 6: Fail to provide the Library Board a Compensation and Benefits Monitoring Report once a year and any exception reports as needed.

Director's Response: Compensation and Benefits Monitoring Reports are provided to the Library Board once a year, on a frequency set forth on the Annual Calendar of Library Board Activities. The last time this report was presented to the board, prior to this report, was at the board meeting held on August 25, 2025.

Monitoring Report on the Executive Limitation Policy for Treatment of Staff

August 24, 2026

With respect to the treatment of paid and volunteer staff, the Library Director may not cause or allow conditions, which are unfair, undignified, disorganized, or unclear. Accordingly, the Library Director shall not:

Policy 1: Operate without written personnel policies, which clarify personnel rules for staff, provide for effective handling of grievances, and protect against wrongful conditions, such as nepotism and grossly preferential treatment for personal reasons.

Director's Response: The library maintains an up-to-date Employee Handbook that is distributed to all regular full-time and part-time staff and new hires. This handbook clearly set forth all conditions of employment, expectations for employee conduct and procedures for problem resolution. These personnel policies are intended to be administrative tools for human resource management, and are reviewed on an ongoing basis by the Library Business Manager for any revisions that may be needed.

The library issues the Employee Handbook to all regular full-time and part-time employees, when they are hired, as part of their initial orientation, and they are asked to review the handbook and then ask any questions about its content that may arise.

The Library worked with its attorney, Luis Avila of Varnum Law, to review and make corrections and updates to the employee handbook in August of 2024. The handbook was updated for changes to laws and current trends. All staff have received a copy of the handbook for their reference.

Policy 2: Discriminate against any staff member for expressing an ethical dissent.

Director's Response: The library maintains an up-to-date Employee Handbook that is distributed to all regular full-time and part-time staff and new hires. This handbook clearly set forth all conditions of employment, expectations for employee conduct and procedures for problem resolution. These personnel policies are intended to be administrative tools for human resource management, and are reviewed on an ongoing basis by the Library Business Manager for any revisions that may be needed.

The library issues the Employee Handbook to all regular full-time and part-time employees, when they are hired, as part of their initial orientation, and they are asked to review the handbook and then ask any questions about its content that may arise.

Policy 3: Fail to evaluate staff on expected performance once a year, and produce an internal report.

Director's Response: All library employees receive performance evaluations by their supervisors once a year, along with a mid-year meeting to adjust goals and objectives and to discuss any issues. The procedures in place require employees to provide written accomplishments of goals and submit them to their supervisors at specified times. The supervisors then use that information, along with their own records and direct observations to evaluate employee performance and write comments on the evaluation form, then discussed with employees in a personal, one-on-one evaluation session. The evaluation process is intended to be an assessment tool for determining employees' progress on goals and objectives related to the library's ends statements, and to guide employees in their personal growth and development. Evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. The evaluation documents are written internal reports that become part of the employee's personnel file.

The Library is currently working with Element One to develop a new evaluation tool that will encompass their job description, quarterly check-ins, and annual review to provide each employee a clear understanding of their performance expectations.

Policy 4: Fail to acquaint staff with the Library Director's interpretation of their protections under this policy.

Director's Response: There are weekly library-wide staff meetings and Administrative Team meetings that provide a time for these policies and any personnel issues to be clarified and/or discussed. All new employees are issued Employee Handbooks and told of their protections under these employment policies. Employees must sign a statement in acknowledgment of receipt of the Employee Handbook and their responsibility for the policies contained within it. Supervisors are provided direct guidance by the Library Business and Human Resource Manager and the Library Director, (and sometimes through advice from legal counsel), in all personnel matters. They are advised of any legal requirements in order to ensure that the library stays in compliance with state and federal labor laws, and to fulfill the intent of the Executive Limitation Policy on Treatment of Staff. Careful attention is given to upholding this policy and there have been no infractions.

Policy 5: Fail to have current human resource policies, and report on them once a year, and an occasional audit done of human resource practices.

Director's Response: Human Resource policies are included in the Portage District Library Employee Handbook, which was originally scrutinized by legal counsel and is reviewed and updated on an annual basis. The Library Director and Business and Human Resource Manager stay informed about current employment laws and practices, and are in regular contact with the library's labor attorney. Whenever there are employee related issues that need to be specifically addressed, the library's legal counsel is available to make certain that the library's human resource practices are appropriate and meet all legal requirements. This is equivalent to an "ongoing audit" of our human resource practices. There have been no occasions when the library has failed to have appropriate human resource practices and procedures in place.

Additional Documentation for Treatment of Staff

In addition to the responses in the Monitoring Report for the Executive Limitation Policy on Treatment of Staff shown above, the following information is offered as additional documentation about the appropriate treatment of staff at the library:

Conditions of the workplace for staff:

The Portage District Library is an exceptional physical environment that gives employees a safe, clean, comfortable and attractive place to work. A regular preventive maintenance program, monitored by the Facilities Manager keeps all of the building's systems running smoothly for maximum comfort.

This year, the following improvements to the facility & furnishings were made:

- (1) Cleaning of carpet and tile throughout the Library to maintain its appearance while providing a clean atmosphere.
- (2) Regular appointments with a pest control service.
- (3) Replacement of cracked concrete in the north patio area.

Staff Development

The library administration encourages staff development in numerous ways:

Budget Allocations: Staff needs are addressed through the budget process by allocating funds to line items that support staff training & development, as well as to purchase equipment and supplies that benefit employees.

Staff Development Day: The Library Staff will have a Staff Development Day that is focused on Dstaff health and wellness, patron privacy laws, and best practices.

Staff Training: There are various types of training and professional enrichment opportunities provided for library employees on a continuous basis throughout the year, as budgetary provisions allow. These are job-related classes, conferences, seminars & training sessions that can have a positive impact on employees' jobs.

Workload Issues:

Distribution of work across the library organization is addressed on many levels. Library administration considers workload issues in terms of:

1. The best use of human resources to accomplish the Library's Ends.
2. Public service needs.
3. Budget constraints.
4. Staff expertise and experience in specific areas.
5. Availability of acceptable candidates to fill position vacancies.