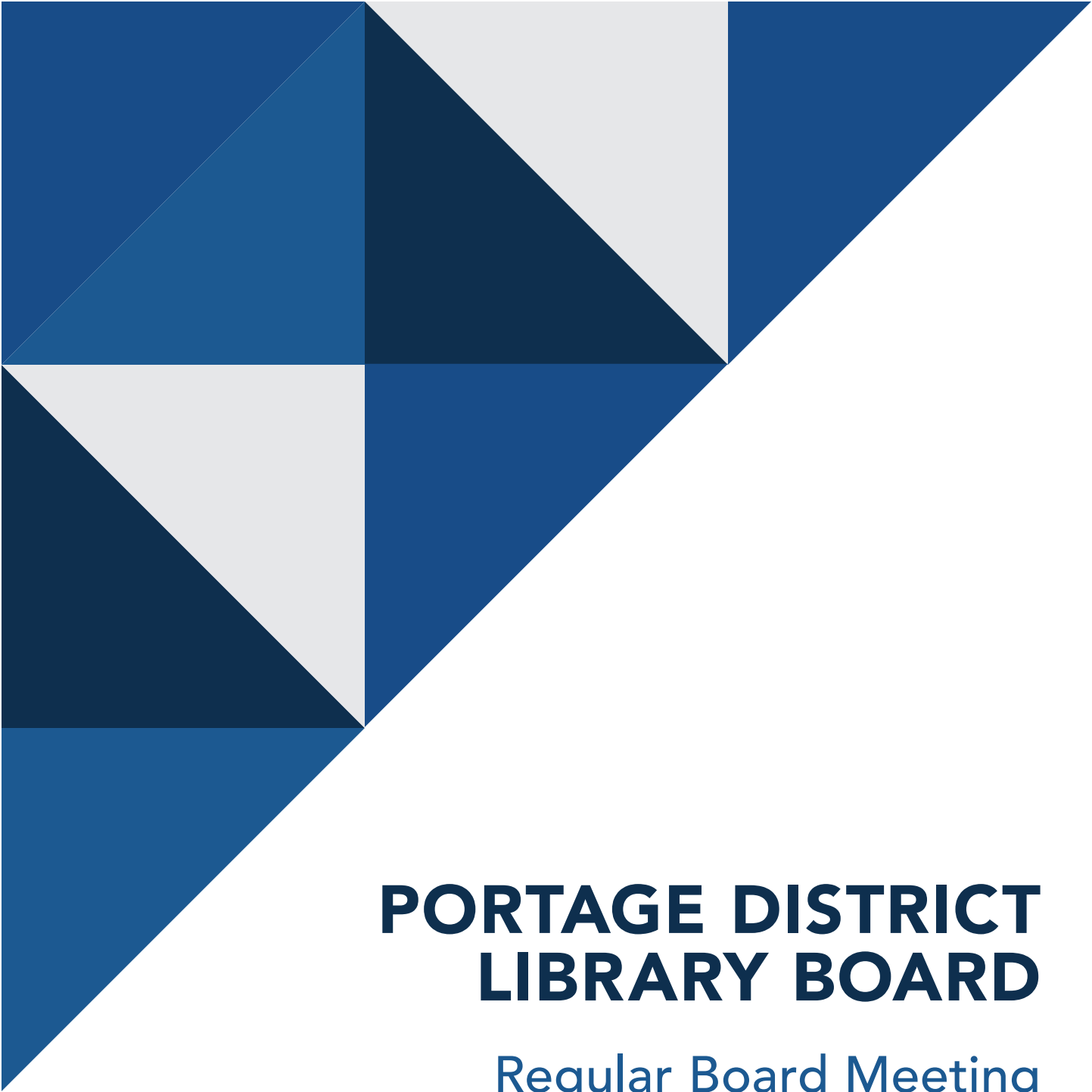




PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting
September 28, 2026

300 LIBRARY LANE, PORTAGE, MICHIGAN 49002





NOTICE OF REGULAR MEETING

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting, Monday, September 28, 2026 | 6:00 PM

The Library Board of the Portage District Library will hold a regular meeting on Monday, September 28, 2026 at 6:00 p.m. This meeting will be held at 300 Library Lane. The purpose of this meeting is for the discussion of library business. The Library gives notice of the following:

1. Meeting Attendance

The regular meeting is being held in person.

2. Procedures

The public may participate in the meeting in person and may make public comment through spoken or written methods. Each speaker has a time limit of three minutes. Please refer to the Policy for Public Comments at Meetings in its entirety on the library's website www.portagelibrary.info.

3. Contact Information

For those people who desire to contact members of the Library Board to provide input or ask questions on any business that will come before the public body at the meeting, please contact Quyen Edwards at qedwards@portagelibrary.info prior to the start of the meeting.

4. Persons with Disabilities

Persons with disabilities may participate in the meeting through the methods set forth in paragraph 2. Individuals with disabilities requiring auxiliary aids or services in order to attend electronically should notify Quyen Edwards at qedwards@portagelibrary.info within a reasonable time in advance of the meeting.

Dated: Sept. 24, 2026

Quyen Edwards
Library Board Secretary

Portage District Library
300 Library Lane
Portage, MI 49002

AGENDA

September 28, 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 September 28, 2026 (1 minute) (VOTE)

V. Consent Agenda (5 minutes) (VOTE)

- A. Minutes of the regular meeting held on August 24, 2026 (Info) Pg.5-7
- B. September 2026 Narrative (Info) Pg.8-12
- C. Financial Condition for August 2026 (Info) Pg. 13-14
- D. Statistical Report for August 2026 (Info) Pg. 15-16
- E. October 2026 Program Calendar (Info) Pg. 17-18
- F. Review of Materials Selection Policy (Info) Pg. 19-21
- G. Review of Capitalization Policy (Info) Pg.22-24
- H. MLA Advocacy (Info) Pg.25-26

VI. Governance (30 minutes)

- A. Initiation of Library Director's 2025 Evaluation (Info) Pg. 27

VII. Ends Development (20 minutes)

- A. Report on 2025 Summer Reading Program (Info) Pg. 28-29

VIII. Library Director's Reports (20 minutes)

- A. Final remarks by Library Director for the September 28, 2026 Library Board Meeting

IX. Process Evaluation (5 minutes total)

- A. Suggestions for Agenda Items to be included on the October 26, 2026 Board Meeting
 - 1. Minutes of the Regular Meeting held on September 28, 2026
 - 2. Review of Donations Policy.
 - 3. Review of Investment Policy.
 - 4. Review of Resident Non-Resident Policy.
 - 5. Approval of Holiday Schedule for Library Hours of Operation in 2027.
 - 6. Monitoring Report – Communication & Support to the Library Board.
 - 7. Monitoring Report – Ends Focus of Grants/Contracts.
 - 8. Update on Library Director's 2026 Evaluation Process.

AGENDA

- 9. Library Director's accomplishment of personal goals for FY 2026.
- 10. 3rd Quarter Financial Report for FY 2026.
- 11. 3rd Quarter 2026 Strategic Plan Report.

B. Miscellaneous Items

X. Adjournment

MINUTES

From the August 24, 2026
Public Hearing and Regular Board Meeting

I. Start of Meeting

Library Board Chair Jeanne Friedman called the meeting to order at 6:00 PM.

II. Roll Call

Board Members Present: Ken Baker, Michele Behr, Jeanne Friedman, Cara Terry, Tom Vance, Donna Vander Vries, and Linda Whitlock

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

Library Staff Absent: Rolfe Behrje and Ben Chee

Guests Present: Jennifer Bott

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

Library Board Chair Friedman welcomed everyone to the August 24, 2026 Library Board Meeting. She asked if anyone present had any comments.

A. Comment from Trustee Behr:

Behr introduced Jennifer Bott, a colleague of hers at Western Michigan Univeristy Waldo Library. Bott is a Portage resident and a PDL Trustee candidate on the ballot in November. Trustees and staff introduced themselves and said how long they've been on the board or as part of the staff.

IV. Public Hearing

A. Public Hearing on the Proposed FY2027 Budget

Library Board Chair Friedman asked for a motion to move into a Public Hearing

MOTION: It was moved by Trustee Vance and supported by Trustee Behr to move into a public hearing regarding the FY2027 Budget. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

Library Board Chair Friedman invited any public comments at the Public Hearing on the Proposed Fiscal Year 2027 Budget. There were no members of the public present that were interested in making comments. Library Board Chair Freidman then asked for a motion to close the Public Hearing.

MOTION: It was moved by Trustee Terry and supported by Trustee Baker to close the public hearing regarding the FY2027 Budget. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

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.

Library Board Chair Friedman. then asked for a motion to approve the resolution to set the millage levy for the Portage District Library and adopt the Fiscal Year 2027 Library Budget.

MOTION: It was moved by Trustee Behr and supported by Trustee Terry to approve the Resolution to set the millage for the Portage District Library at 1.9875 mills and to approve the Fiscal Year 2027 Budget as presented. Roll Call Vote in alphabetical order: Trustee Baker - Yes. Trustee Behr – Yes. Trustee Friedman – Yes. Trustee Terry – Yes. Trustee Vance– Yes. VanderVries - Yes. Whitlock - Yes. Vote: 7-Yes, 0-No, 0-Absent. Motion carried.

MINUTES

V. Adoption of the Agenda for the Regular Meeting of August 24, 2026

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

MOTION: It was moved by Trustee VanderVries and supported by Trustee Terry that the Library Board adopt the agenda for the regular meeting of August 25, 2025. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

VI. Consent Agenda

Library Board Chair Friedman asked if there were any changes needed to the consent agenda for the August 24, 2026 board meeting before its adoption and none were requested.

- 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*

MOTION: It was moved by Trustee Whitlock and supported by Trustee Vance that the Library Board approve the consent agenda for the regular meeting of August 25, 2025. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

VII. Governance

A. Friends of the Library Update and Budget Amendment

Trustee Terry said the Friends August book sale went well. With their new Square credit card system they made \$4,000 and now have very low inventory.

The Friends have recently approved two grants - \$1,800 for 1,000 Books Before Kindergarten program and \$4,854.52 to replace items in the Preschool Room.

MOTION: It was moved by Trustee Vander Vries and supported by Trustee Vance 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. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

B. Monitoring Report for Executive Limitation on Compensation & Benefit for Library Employees

This is an annual update. Element One is still assisting the library with compensation studies every two years to be sure salary, benefits, and hourly wages are in line with current market values. are competitive We will begin FMLA training for all staff as we get closer to the 50 employee threshold.

Question from Trustee Behr - pt staff benefits personal wellbeing, sick time, vacation time and paid holiday, the ability to purchase supplemental insurance, EAP, LifeLock membership, health advocate/assistant.

MINUTES

C. Monitoring Report for Executive Limitation for Treatment of Staff.

Library Director Klien said we are making sure that we are following all policies and ensuring staff work environment is comfortable. Cultural survey to be launched after Staff Development Day.. Sept 18, focused on attorney Anne Seurynk patron privacy and best practices, staff wellness and burnout, EAP is doing a session on compassion fatigue, local artist doing a collage creative project as an avenue to deal with stress. Launch survey to see where people are at and having an outside group lead and collect responses to see what the staff experience is and see if there are ways to help that improve.

VIII. Library Director's Reports

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

Reminder that for Staff Development Day Friday, September 19th the building is closed.

Library Director Klien shared three positive comments from patrons that were recently received.

IX. Process Evaluation

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

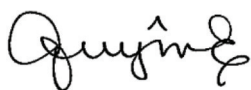
B. Miscellaneous Items

X. Adjournment

Library Board Chair Friedman said if there was no further business to be considered, that she would adjourn the regular board meeting of August 24, 2025.

DISPOSITION: The regular board meeting of August 24, 2026 was adjourned at 6:22 PM.

Recorded and Transcribed by,



Quyen Edwards

Library Board Secretary

Director's Report

September 2026

Adult Services

On Tuesday, August 11th, Adult Services Librarian [Jacob Lambert](#) hosted WMU Professor Dr. David Benac to discuss his upcoming book *Rainforest Radicals*. Benac led patrons through the history of Rain Forest Action Network and explored its pioneering role in growing environmental activism. Patrons responded well both to the talk's historical elements but also to its optimistic message on the effectiveness of grassroots political and social movements.

On Wednesday, August 19th and Thursday, August 20th, Adult Services Librarian [Rachael Wiegmann](#), hosted two cooking programs. Gretchen Kauth presented about vegetarian nutrition and were served a feta, watermelon, and cucumber salad. The following evening, Chef Gandia returned to give a cooking demo on a stewed pork dish. Both programs were full with waiting lists.

The library added the Corentium Home radon gas detector to our Library of Things in August. A state-of-the-art measuring instrument that combines ease of use and performance, this radon detector lets you measure radon levels, and its LCD screen displays average daily, weekly, and long-term concentrations. Powered by 3 standard AAA batteries, the radon monitor makes it easy to take measurements from one room to another in order to get an overview of the concentrations of radon in a home, workplace, school, a daycare center, or any other location.

Youth Services

Youth Librarians Emily Mingle and [Andrea Smalley](#) attended the Portage Department of Public Safety's annual "Pig Out with Public Safety" event, where officers estimated over 1000 people attended.

Youth Outreach Librarian [Andrea Smalley](#) was part of the Portage Public Schools newcomer enrollment event, where PPS staff enrolled 50 new students. PPS Admin expressed appreciation by saying:

"Families were grateful to have the opportunity to complete their enrollment, but also getting to interact with all of our wonderful community partners was a huge bonus! Your participation is always appreciated. Giving families one place to connect not just with the district, but with all of you has such a positive impact for our community. It shows all of those new to Portage how interconnected we all are."

Makerspace

August in the Makerspace has been busy with appointments, programs and especially families squeezing in every last bit of summertime creativity. We regularly saw patron numbers in the 40s and 50s for a single 4 hour shift.

We recently hired [Haley Labian](#) as a part time Makerspace Programmer. She will assist with programming, creating new programs, help with some youth programs and occasionally cover staffed hours.

We also have partnered with KRESA CTE (Career Technical Education) work based learning. We have a career and design skills high school student in the Makerspace who is receiving class credit for work in the makerspace. She is learning all of our machines and starting to work with patrons.

Circulation and Tech Services

During the month of August, we had 817 students use their PASS cards for library services. We sent 3,704 SMS messages regarding holds, bills, overdue materials, and membership renewals.

Head of Circ and Tech Services, Abby Pylar and Adult Services Librarian, Ruth Cowles met with collectionHQ to complete a case study. CollectionHQ is a tool that we use to help with weeding and maintaining our collections. Thanks to our collection managers (Lawrence Kapture, Ruth Cowles, Jacob Lambert, Rachael Weigmann, Laura Wright, Andrea Smalley, Olivia Pennebaker, Kristy Zeluff, Emily Mingle, Jenni Chase, and Annette Wendt) for doing so much with the software to make our collections look lovely!

Case Study: Portage District Library

Portage District Library has used collectionHQ to transform a decade of overstocked, outdated shelves into a healthy, well-managed collection. With data-led weeding, evidence-based format decisions, and monthly self-serve reporting, the team now runs their collection with confidence, and they're exploring chQselect to bring the same data-driven approach to acquisitions.

The challenge

Portage District Library serves a population of 56,304 in Kalamazoo County, Michigan, making it one of the state's larger public libraries (Library of Michigan Class 6: serving 50,000+).

Before adopting collectionHQ, Portage District Library was managing its collection largely by hand. Shelves were severely overstocked, and so many items had no room on the shelf that staff resorted to setting up overflow carts for patrons to browse. Nonfiction sections carried outdated material, but the library had no reliable way to check acquisition or publication dates without depending on IT staff to run manual reports through its ILS, including a shelf-by-shelf list rebuilt in Excel every month.

The library had also gone more than a decade without a full inventory. The last project had taken place in 2008 during a system migration, meaning the catalog likely no longer reflected what was actually on the shelves.

Abigail Pylar, Head of Circulation and Technical Services at Portage District Library, had used collectionHQ at a previous institution and knew it could solve these problems. Once the team, including Librarian Ruth, saw what it offered, the decision was unanimous.

The Turning Point

The value of collectionHQ became undeniable in 2021, when Portage District Library undertook a full building renovation that required moving its entire collection off-site. Facing the prospect of physically handling every overstocked, out-of-date item multiple times, the team used collectionHQ to weed decisively before the move rather than shift the problem along with the books.

That project became the catalyst for clearing the majority of the library's backlog of dead stock, turning a disruptive relocation into the push the collection needed.

The Results

Portage District Library also used collectionHQ's data to retire its declining audio CD collection. Rather than relying on impressions, the team pulled usage reports that clearly showed the decline over several years and presented the data to its Board, which approved the discontinuation without hesitation.

The library's inventory work through collectionHQ has also improved catalog accuracy, meaning patrons are far more likely to find an item exactly where the catalog says they have, on the shelf and ready to borrow.

A New Day-to-Day

- Monthly, self-serve reporting: collection managers no longer wait weeks for an IT-run report that is outdated by the time it arrives; new reports land automatically in their inbox each month.
- Visible accountability: when a staff member falls behind on their reports, it shows up quickly in overcrowded shelves, prompting the leadership team to check in and offer support.
- Evidence-based conversations: decisions that once relied on instinct, like discontinuing a format, are now backed by clear usage data the whole team and Board can see.
- A healthier collection: with dead stock cleared and shelves under control, staff have room for new growth and shelvees no longer struggle to keep items on the actual shelves.

Looking Ahead

With its physical collection now well managed, Portage District Library is exploring cHQselect and the upcoming AI Discovery Assistant, expressing interest in how the tools

could extend the same data-led approach to purchasing materials, not just managing their current collection.

Would Portage District Library Recommend collectionHQ?

Without hesitation. The team highlights collectionHQ's training resources, visible product roadmap, and hands-on support as key parts of onboarding new staff, alongside the day-to-day ease of running reports.

When asked if others should use collectionHQ, Ruth said: "Sell your sister if you have to, but go buy it. It's definitely worth it." Ruth Cowles, Librarian, Portage District Library

For Portage District Library, collectionHQ turned a decade of overstocked shelves and guesswork into a collection the whole team can manage with confidence, backed by data every step of the way.

Key Benefits

The adoption of collectionHQ has helped this library with:

- Decisive weeding before their 2021 renovation
- Data-backed discontinuation of audio CDs
- Improved catalog accuracy
- Faster, self-serve monthly reporting

Local History

Local Historian [Steve Rossio](#) started out the month by attending the annual Society of American Archivists conference. The secessions were outstanding as was the networking. While there Steve was able to develop a relationship with a company out of Ohio to explore migrating city "large format" VHS tapes to a digital format which would allow the material be placed onto the new Recollect Database. The rest of the month focused on the cataloging fifty years of previously un-touched city records, re-boxing them in correctly labeled acid free banker boxes and housing them on new shelving built specifically for this unique collection. Over sixteen hundred (1600) individual documents were handled during this process.

Personnel

This month's HR activity included two new hires: [Cece Roehm](#) joins as the Adult Outreach Librarian starting August 31, 2026, and [Haley Labian](#) joins as the Makerspace Programmer starting September 8, 2026. Interviews are currently underway for the Makerspace Assistant position, which was left vacant following Sean Cornish's departure. Separately, the Business Manager and Library Director met with John Schuemann and Kristin Donner-Porter to review benefits that will be put out to bid ahead of November's open enrollment and discussed current market trends and alternative health insurance solutions as part of that preparation. 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.

Information Technology

In July 2026, the IT department finished Creation Station computers' beta images and deployed these workstations. Apple Studio and Windows workstation. 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.

Building Maintenance

Facilities and building maintenance activities have continued throughout the month, with several scheduled maintenance items and improvement projects completed. The first quarter HVAC maintenance has been completed as scheduled. This routine preventative maintenance helps ensure that the building's heating and cooling equipment continue to operate efficiently and reliably, while also allowing for any potential issues to be identified and addressed proactively.

Routine pest control services were also completed this month, and the service visit went well with no significant concerns reported. FISH Window Cleaning completed the second scheduled window cleaning of the year, helping to maintain the appearance and cleanliness of the facility's interior and exterior windows.

The annual inspection of the FM-200 fire suppression system has been completed. This yearly inspection is an important part of maintaining the library's fire protection systems and ensuring that the system continues to meet required operational and safety standards.

Work in the Makerspace has also been completed. The project included the installation of four cord reels and two additional electrical outlets, providing improved access to power and greater flexibility for equipment and activities within the space. These improvements will support the continued use and functionality of the Makerspace for library programs, projects, and patron use.

Additional exterior maintenance was completed with the replacement of two outdoor light fixtures. The new fixtures will help maintain adequate exterior lighting and contribute to a safe and welcoming environment for patrons and staff, particularly during evening hours.

Finally, the rear native garden project is nearing completion. This included over 1,500 native plant plugs, many of which are new species on the property. The project has progressed well, and only the remaining finishing work is needed before the area is considered complete.

Financial Condition Report

August 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 \$ 9,566,590
Expenditures \$ 4,842,659

Fund	7/31/2026	Changes	8/31/2026
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

August 2026

Month Statistics				YTD Statistics		
	Aug-26	Aug-25	CHANGE	2026	2025	CHANGE
Circulation/Collections						
Total Library Circulation	89,219	85,563	4.27%	677,369	669,043	1.24%
Adult - Books	18,126	17,684	2.50%	134,848	136,785	-1.42%
Adult - A/V	3,210	3,027	6.05%	23,391	23,307	0.36%
Youth - Books	35,698	31,883	11.97%	258,584	257,913	0.26%
Youth - A/V	3,573	3,343	6.88%	24,607	23,672	3.95%
Hot Picks	597	697	-14.35%	5,754	5,324	8.08%
E-Material	26,284	26,923	-2.37%	216,701	208,050	4.16%
ILL - PDL Requests	1,069	1,335	-19.93%	8,199	8,839	-7.24%
ILL - Other Lib. Requests	662	671	-1.34%	5,285	5,153	2.56%
Self-Checkout Percentage	51.82%	54.08%		53.45%	54.10%	
Total Library Collection	176,709	175,644	0.61%			
Adult - Books	70,248	70,951	-0.99%			
Adult - A/V	7,705	8,364	-7.88%			
Youth - Books	91,192	88,998	2.47%			
Youth - A/V	6,050	5,820	3.95%			
Hot Picks	1,514	1,511	0.20%			
Net Acquisitions	1,303	963	35.31%	7,310	9,645	-24.21%
Purchased - Books	2,466	2,363	4.36%	19,969	20,065	-0.48%
Purchased - A/V	107	77	38.96%	1,318	1,047	25.88%
Donated - Books	0	0	0.00%	0	4	-100.00%
Donated - A/V	0	0	0.00%	0	3	-100.00%
Material Discarded	(1,270)	(1,477)	14.01%	(13,977)	(11,474)	-21.81%
Total In-House Usage*	0	0	n/a	0	0	n/a
In-House Periodical Usage	n/a	n/a	n/a	0	0	n/a
In-House Book Usage	n/a	n/a	n/a	0	0	n/a
Patrons						
Total Patrons	35,132	34,379	2.19%			
Adult	18,395	17,818	3.24%			
Youth	1,785	1,995	-10.53%			
Non-Resident	274	253	8.30%			
Reciprocal	4,283	3,845	11.39%			
Internet User	0	309	-100.00%			
PASS Users	10,336	10,100	2.34%			
Professional	59	59	0.00%			
Net Patrons	(39)	100	-139.00%	579	1,148	-49.56%
Adult	190	211	-9.95%	1,494	1,598	-6.51%
Youth	17	13	30.77%	96	109	-11.93%
Non-Resident	1	3	-66.67%	13	30	-56.67%
Reciprocal	61	77	-20.78%	528	607	-13.01%
Internet User	0	3	-100.00%	0	75	-100.00%
PASS Users	2	0	100.00%	56	75	-25.33%
Professional	1	0	100.00%	4	3	33.33%
Patrons Removed	(311)	(207)	-50.24%	(1,612)	(1,349)	-19.50%

Statistical Report

August 2026

	Month Statistics			YTD Statistics		
	Aug-26	Aug-25	CHANGE	2026	2025	CHANGE
Library Building Usage						
Total Meeting Room Usage	792	684	15.79%	6,840	6,777	0.93%
Internal/Collaboration	78	77	1.30%	938	942	-0.42%
External/Outside Usage	714	607	17.63%	5,902	5,835	1.15%
Total Program Audience	2,207	1,612	36.91%	25,035	27,139	-7.75%
Adult	1,060	837	26.64%	6,629	8,859	-25.17%
Youth	1,095	775	41.29%	17,470	17,418	0.30%
Heritage Room	52	0	100.00%	936	862	8.58%
Total Number of Programs	49	51	-3.92%	691	715	-3.36%
Adult	44	44	0.00%	368	419	-12.17%
Youth	4	7	-42.86%	251	282	-10.99%
Heritage Room	1	0	100.00%	72	14	414.29%
Total Volunteer Hours	145	145	0.00%	1,618	1,500	7.87%
Adult	51	44	15.91%	429	514	-16.54%
Youth	9	34	-73.53%	637	411	54.99%
Technical	14	8	75.00%	82	94	-12.77%
Circulation	39	26	50.00%	214	219	-2.28%
Administration	32	32	0.00%	256	258	-0.78%
Community Service	0	1	-100.00%	0	4	-100.00%
Total Front Door Traffic	19,124	19,004	0.63%	155,108	156,364	-0.80%
Total Youth Services Traffic	15,443	15,312	0.86%	119,323	119,609	-0.24%
Total Business Center Traffic	0	0	0.00%	0	0	0.00%
Information Access/Reference/Research						
Total Reference Transactions	6,869	7,943	-13.52%	60,994	63,161	-3.43%
Adult Phone	384	456	-15.79%	5,013	4,491	11.62%
Adult Ready Reference	1,529	1,523	0.39%	9,450	13,435	-29.66%
Adult Reference	145	149	-2.68%	1,014	1,757	-42.29%
Youth Phone	38	72	-47.22%	615	697	-11.76%
Youth Ready Reference	2,289	2,197	4.19%	20,742	23,337	-11.12%
Youth Reference	263	742	-64.56%	1,889	3,225	-41.43%
HR Phone	6	38	-84.21%	49	133	-63.16%
HR Ready Reference	90	110	-18.18%	1,495	1,730	-13.58%
HR Reference	5	6	-16.67%	83	104	-20.19%
Circ Phone	477	533	-10.51%	4,830	4,039	19.58%
Circ Ready Reference	573	556	3.06%	5,970	3,147	89.70%
Circ Reference	1,070	1,561	-31.45%	9,844	7,066	39.32%
Total Edutainment LAN Use	0	0	0.00%	0	1,497	-100.00%
Total Internet Computer Use	3,769	1,767	113.30%	15,944	14,091	13.15%
Youth Computers	2,332	285	718.25%	3,904	1,864	109.44%
Adult Computers	1,435	1,478	-2.91%	12,019	12,188	-1.39%
Laptop Computer Circulated	2	4	-50.00%	21	39	-46.15%
Total Electronic Transactions	81,148	83,022	-2.26%	534,205	449,728	18.78%
WebSite Hits	67,896	68,764	-1.26%	446,693	360,362	23.96%
WebCatalog Sessions	11,156	12,113	-7.90%	74,810	75,951	-1.50%
Licensed Database Hits	2,096	2,145	-2.28%	12,702	13,415	-5.31%

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

Christy Klien, Library Director

PDL Events

October 2026

Muffins and the Market An investment discussion group.

Thursday, October 1
9:00 AM - 10:00 AM

Bedtime Storytime

Thursday, October 1
6:30 PM - 7:00 PM

Friends of the Library

Members Only

Book Sale

Friday, October 2
4:00 PM - 5:30 PM

Friends of the Library

Book Sale

Saturday, October 3
9:00 AM - 3:00 PM

Kalamazoo Area Newcomers Club

Open House

Women Meeting New Friends

Saturday, October 3
9:00 AM - 3:00pm

Stump the Librarian

Walk Away With a Prize

Saturday, October 3
10:00 AM - 12:00 PM

Baby/Toddler Storytime

Monday, October 05
9:30am & 10:30 AM

Kalamazoo County

Historical Society

Monday, October 5
7:00 PM - 8:30 PM

Family Storytime

Tuesday, October 06
9:30am & 10:30 AM

Yoga with Apral

A gentle approach

Tuesday, October 6
4:00 PM - 5:00 PM

Using News Literacy to Find Trustworthy Sources

An Interactive Workshop

Tuesday, October 6
6:00 PM - 7:15 PM

Baby/Toddler Storytime

Wednesday, October 7
9:30am & 10:30 AM

Get to Know the Makerspace

A tour of machines and projects

Wednesday, October 07
2:00 PM - 2:45 PM

Immaculate Snacks & Gaming 6th-12th Grade

Wednesday, October 7
3:30 PM - 4:30 PM

DIY Coloring Book

For Kindergarten - 2nd Graders and Their Favorite Adult

Wednesday, October 7
4:00 PM - 5:30 PM

Don't Fear Paranormal

Tourism in Michigan

Presented by Dianna Stampfler

Thursday, October 8
3:00 PM - 4:00pm

Bedtime Storytime

Thursday, October 8
6:30 PM - 7:00 PM

International Mystery

Book Discussion

"Salt Bones" by Jennifer Givhan

Thursday, October 8
7:00 PM - 8:00 PM

Preschool Storytime and Activity

For 3 to 5 year old children

Friday, October 9
9:30 AM - 10:30 AM

Documentary and Donuts

Cosmic Dawn. Runtime 1:36. 2025.

Friday, October 9
10:00 AM - 12:00 PM

Author Visit with Michael Finkel

author of "The Art Thief"

Friday, October 9
3:30 PM - 5:00 PM

Geek Fest 2026

Entertaining the geek in you!

Saturday, October 10
11:00 AM - 3:00 PM

Daughters of the

American Revolution

Lucinda Hinsdale Stone Chapter

Saturday, October 10
1:00 PM - 2:00 PM

Baby/Toddler Storytime

Monday, October 12
9:30am & 10:30 AM

Tea 101

With Chocolatea

Monday, October 12
6:00 PM - 7:00 PM

Wiggle, Giggle, and Groove

For Toddlers, Preschoolers,

and Their Caregivers

Tuesday, October 13
9:30am & 10:30 AM

Cooking Demo with

Chef Jim Mumford

Enjoy an evening with a

local author and chef

Tuesday, October 13
6:00 PM - 7:00 PM

Makerspace Studio Seed Boxes

Adult art program in the Makerspace

Tuesday, October 13
6:00 PM - 7:30 PM

Baby/Toddler Storytime

Wednesday, October 14
9:30am & 10:30 AM

Scary Plants in Your Garden moderated by Gloria Tiller

Wednesday, October 14
12:30 PM - 1:30 PM

Kids' Food Club: Will It Waffle? (3rd-5th Grade)

**This ain't your normal waffles
and syrup class!!**

Wednesday, October 14
4:30 PM - 5:30 PM

Middle Grade Book Club 4th-6th Grade

Wednesday, October 14
6:00 PM - 7:00 PM

Crime Historian and Author Tobin Buhk

True Crime in the Civil War
Wednesday, October 14
6:00 PM - 7:00 PM

Muffins and the Market An investment discussion group.

Thursday, October 15
9:00 AM - 10:00 AM

Bedtime Yoga Storytime with Little Roots Yoga

Thursday, October 15
6:30 PM - 7:00 PM

Teen Paranormal Investigation 8th-12th Grade

Friday, October 16
7:00 PM - 9:00 PM

Kalamazoo Macintosh Users' Group

Saturday, October 17
9:00 AM - 12:00 PM

Saturday Sound Immersion

Saturday, October 17
10:30 AM - 11:30 AM

Baby/Toddler Storytime

Monday, October 19
9:30am & 10:30am

Kalamazoo Valley Genealogical Society

General Meeting & Program
Monday, October 19
7:00 PM - 8:30 PM

Preschool Fire Safety

Tuesday, October 20
9:30 AM, 10:30 AM , 11:30 AM

Plots and Pages A Local Writers' Group

Tuesday, October 20
6:00 PM - 8:00 PM

Purl for Portage A Yarn Arts Club

Tuesday, October 20
6:30 PM - 8:00 PM

Teen LGBTQ+ Meet-Up 6th-12th Grade

Tuesday, October 20
6:30 PM - 8:00 PM

Toddler Playtime

Wednesday, October 21
9:30am & 10:30 AM

Speed Gaming So Many Games, So Little Time

Wednesday, October 21
6:00 PM - 8:30 PM

Yoga with Apral A gentle approach

Thursday, October 22
4:00 PM - 5:00 PM

Makerspace Succulent Garden A family friendly art and planting program

Thursday, October 22
5:30 PM - 7:00 PM

Bedtime Storytime

Thursday, October 22
6:30 PM - 7:00 PM

MSU Extension Master Gardeners

Holly Hooper
Friday, October 23
1:00 PM - 5:00 PM

MSU Extension Master Gardeners

Holly Hooper
Saturday, October 24
9:00 AM - 5:00 PM

Light Lunch and Literature "The Art Thief: A True Story of Love..." by Michael Finkel

Monday, October 26
12:00 PM - 1:00 PM

Teen Halloween Houses & Costume Contest 6th-12th Grade

Tuesday, October 27
6:30 PM - 7:30 PM

Baby, Toddler, & Preschool Halloween Parade

Wednesday, October 28
9:30 AM - 11:00 AM

Halloween Fun Perfect for Elementary-Age Kids and Their Grownups

Friday, October 30
1:00 PM - 3:00 PM

Materials Selection Policy

I. PURPOSE

The purpose of the Portage District Library Materials Selection Policy is to set broad guidelines in order to assemble, preserve, organize, administer and promote the use of a wide range of communication media and to inform the public about the principles upon which selections are made. These functions are undertaken to further the objectives and mission of the Portage District Library.

II. DEFINITIONS

The term “library materials” means books, magazines, DVDs, CDs, or other synonyms as they may occur in the policy and has the widest possible meaning. For the library’s digital collections, selection of content can vary among third party vendors. In situations where the Portage District Library staff are not able to select individual titles, the selection of a third party service will be evaluated on the company’s reputation and overall content offerings. It is implicit in this statement of policy, therefore, that every form of permanent record is to be included regardless of format. However, this policy and the term “library materials” do not apply to Internet sites available through the Library’s computers or Internet collection. The Library has no control over the content of the Internet. Please see the Internet Policy for any issues related to computer or Internet use. The term “selection” refers to the decision to add, retain or withdraw material in the collection. It does not refer to reader’s advisory. This statement of policy applies to all library materials curated by the Portage District Library staff for adult, teen, juvenile, and preschool collections.

III. GOALS OF MATERIAL SELECTION

- A. To meet the individual’s need for information through maintenance of a well-balanced and broad collection of materials for information, reference, and research.
- B. To help the individual attain maximum self-development through life-long intellectual and cultural growth.
- C. To support the democratic process by providing materials for the education and enlightenment of the community.
- D. To assist individuals in their pursuit of activities related to their occupation and practical affairs.
- E. To provide diverse recreational experiences for individuals and groups.
- F. To assist institutions of formal education with services which will support individual study.

IV. RESPONSIBILITY FOR SELECTION

The responsibility for selection lays with the Director or his/her designee pursuant to the Collection Development Plan. Both the general public and staff members may recommend materials for consideration. The ultimate responsibility for book selection, however, rests with the Library Director who operates within the framework of policies determined by the Library Board of Trustees. The Director shall be responsible for ensuring that the funds budgeted for collection development are allocated appropriately depending upon the needs of the Library and the fulfillment of the above Goals of Material Selection

V. GENERAL PRINCIPLES

- A. Selection of materials is based on the relationship of such work to the needs, interests, and demands of the Portage community. Basic to this policy is the [Library Bill of Rights](#) and the [Freedom to Read Statement](#) of the American Library Association to which this Library subscribes. Selection is not made on the basis of anticipated approval or disapproval, but solely on the merits of a work, without regard to the race, nationality, political, or religious view of the writer. Whenever censorship is threatened, from whatever sources, no library materials shall be removed from the Library until all steps in the Library's procedure for handling complaints about library material have been completed, or by order of a court or competent jurisdiction.
- B. Responsibility for the reading matter of children rests with their parents or legal guardians. Selection shall not be inhibited solely by the possibility that books may inadvertently come into the possession of children. The Library respects each individual parent's right to supervise his/her children's choice of reading materials. However, the Library does not have the right to act in loco parentis (in place of the parent). Therefore, a parent who chooses to restrict the materials his/her children select must accompany those children when they use the collection in order to impose those restrictions.
- C. Library materials will not be marked or identified to indicate approval or disapproval of contents by the Library, and no catalogued book or other item will be sequestered, except for the express purpose of protecting it from injury or theft. The use of rare and scholarly items of great value may be controlled to the extent required to preserve them from harm, but no further.
- D. It is the responsibility of the Library to provide circulating, reference, and research materials for the general public and the student based on the services it is expected to perform. Special "in depth" collections shall also be maintained when indicated by community interest.

VI. SPECIFIC PRINCIPLES FOR SELECTION

The following principles, individually or collectively, will prevail in the selection of all library materials. The total collection will attempt to represent the variety of points of view.

- A. Present and potential relevance to community needs;
- B. Suitability of subject, style, and reading level for the intended audience;
- C. Importance as a document of the times;
- D. Appropriateness and effectiveness of medium to content;
- E. Reputation and/or significance of author, publisher, or producer;
- F. Positive review in one or more appropriate professional journals;
- G. Positive critics' and staff members' reviews;
- H. Relationships to existing materials in the collection;
- I. Within limits of budgets for materials;
- J. Not available, or with limited accessibility, from other lending sources;
- K. Insufficient materials available on the same subject;
- L. Author or illustrator is local;
- M. Format is appropriate to Library use and is not easily damaged;
- N. Enhances a specific collection within the Library;
- O. Author or producer is already represented in the collection;
- P. Literary and artistic merit;
- Q. Accuracy of content;
- R. Popularity with library patrons;
- S. Preserves local community information and history;
- T. Available shelf or storage space.

VII. GIFTS

Acceptance of gifts of materials shall be governed by the same principles and criteria applied to the selection of items for purchase. Gifts of books or other materials which do not align with the Library's objectives and policies will be refused. No conditions may be imposed relating to any item either prior to or after its acceptance by the Library. All gifts and donated materials (including works of local authors) become the property of the Library. Any item, which is not added, may be donated to another institution where it might be used, or it may be sold in a Friends of the Library Book Sale. Monies from such sales are used to benefit Portage District Library services and programs.

VIII. MAINTENANCE OF THE COLLECTION

As materials become worn, dated, damaged or lost, replacement will be determined by the appropriate staff member, who will determine whether or not:

- A. The item is still available and can be replaced;
- B. Another item or format might better serve the same purpose;
- C. There remains sufficient need to replace that item;
- D. Updated, newer or revised materials better replace a given item;
- E. The item has historical value;
- F. Another networking agency could better provide that or a comparable item.

IX. REQUESTS FOR RECONSIDERATION OF LIBRARY MATERIALS PROCEDURE

The Portage District Library Board, administration, and staff support intellectual freedom and subscribe to the principles of the American Library Association's [Library Bill of Rights](#) and its statements on [Freedom to Read](#) and [Freedom to View](#). The Library staff applies the selection criteria described in this Materials Selection Policy and thus endeavors to provide books and other materials that reflect the diversity of viewpoints within the community.

When a request for reconsideration is made by a patron, the procedure listed below is followed: A member of the library staff explains the selection policy to the patron. If the patron wishes, they may then submit a written Request for Reconsideration of Library Materials form to the Library Director.

- A. Once a completed, signed copy of the Request for Reconsideration is received, the Library Director shall decide the Request for Reconsideration, taking into consideration the Library's Materials Selection Policy and any other relevant information to reach a decision. The Director may consult with any other staff or consultants when making this decision.
- B. The Library Director shall send the decision in writing to the complainant within seventy-five (75) days of the receipt of the completed Request for Reconsideration form. If the decision is that the questioned material should be removed from the collection, the Requester will be notified in writing by the Library Director and all copies of the item will be withdrawn. If the decision is that the questioned material is to be retained, the Requester will be notified in writing by the Library Director that the material will be retained.
- C. A written appeal of the Library Director's decision may be made by the Requester to the Chair of the Library Board within ten (10) business days after the written decision is made by the Library Director. The Library Board will review any documentation it deems necessary to decide within sixty (60) days of receipt of the appeal.
- D. The Library Board serves as the final authority in cases involving retention or withdrawal of Library Materials

Capitalization Policy

I. STATEMENT of PURPOSE:

It is the purpose of this policy to illustrate the procedures that will be used at the Portage District Library to classify fixed assets as capital assets.

II. SCOPE of POLICY:

This capitalization policy applies to all assets of the Portage District Library.

III. CAPITALIZATION OBJECTIVES:

All purchases under \$10,000 will be expensed. Any expenditure over \$10,000 will be capitalized if the item purchased has a life in excess of one year or if a repair extends the useful life of the asset beyond its normal life. If the expenditure does not meet either one of these criteria, then it will be expensed. Expenditures include: acquisition, freight and setup costs. Setup costs include those costs that are necessary for the testing, installation, or preparation for operation or use.

IV. ENHANCEMENTS:

An enhancement is an internal and/or external addition to capital assets (equipment) that extend life or increase productivity and has a cost of \$10,000 or more. Enhancements will be coded as "capital" on purchase orders in the same manner as capital assets.

V. REPLACEMENT:

A replacement is the substitution of an asset with a similar asset which does not increase the service potential of the asset. When an item over \$10,000 is slated for replacement, it will be scrapped and removed from inventory completely, and the replacement for the item will be entered as a new capitalized item. An existing item will be "written off" when it is replaced.

VI. INVENTORY:

An annual audit of capital assets will be conducted. This will entail a review of the assets listed in the asset accounting system to determine that all listed assets are still in the possession of the Library and in use. All assets deemed no longer in use or in the Library possession will be disposed of in the asset accounting system. All items less than \$10,000 that are deemed to be missing should be reported to the Business Manager so that an investigation can be conducted to determine their location.

Asset Lives

Asset Type	Useful Life (years)
Furniture	5
Office Equipment	5
Computer Hardware	5
Library Material	5
Telephone Equipment	10
Buildings	40
HVAC Systems	20
Roofing	20
Carpet Replacement	7
Electrical/ Plumbing	30
Kitchen Equipment	12
Artwork	5-10
Land Improvements – Structure	20

VII. EQUIPMENT AND FURNITURE:

This is all movable equipment and furniture costing \$10,000 or more and having a useful life of one or more years or if a repair extends the useful life of the asset beyond its normal life. If the expenditure does not meet either of these criteria, it should be expensed. Equipment and furniture will be capitalized in the year of acquisition. Costs include: acquisition, freight, and setup costs. Setup includes those costs necessary for the testing, installation, or preparation for operation or use. Equipment and furniture will be tagged as soon as possible after receipt from the vendor by Business Services.

VIII. COMPUTER EQUIPMENT/ SOFTWARE:

If personal computer software costs are inclusive with the hardware, the software cost will be included as equipment. The criteria in the preceding Equipment and Furniture procedure will be followed for computer equipment. Purchases of major software systems costing \$10,000 or more will be capitalized in total provided the software license does not specify that the software be returned or destroyed at the end of the contract. Otherwise, computer software will not be capitalized.

IX. DONATED EQUIPMENT:

All equipment acquired through donation will be capitalized at fair market value on the date of the transaction. If the equipment is new and an invoice can be furnished by the donor, the cost assigned to it will be the fair market value. If the equipment is used, or if no information is available about the cost of the equipment on date of acquisition, then an appraisal will be done to establish the amount to capitalize. Upon establishment of fair market value, the equipment will be tagged and entered by Business Services to the Equipment Inventory Master File.

X. LAND:

Land will be capitalized at cost. These include assessments, fees, and commissions to obtain the land. In addition, conveyances, notary fees, costs of demolishing old buildings, grading or otherwise clearing the land will be included.

XI. BUILDINGS:

Buildings will be capitalized at cost. This will include all payments to contractors, taxes and building permits, architect fees, and interest expense net of investment income on borrowed funds during construction. Also included will be all permanent fixtures and appliances installed as part of the building.

XII. IMPROVEMENTS TO BUILDING: (Including modular furniture)

- Expenditures that increase the capacity or operating efficiency of an asset will be capitalized. These can be major improvements that add substantially to the value of a building or extend its useful life.
- Improvements to buildings, defined above, costing \$10,000 or more will be added to the carrying amount of the building on the inventory records.
- In relation to building improvements (which are items removed during remodeling, renovation and rehabilitation) the old cost will be removed from the asset records if the original cost can be specifically identified.
- Repairs will be expensed.

XIII. WORK IN PROGRESS:

All construction projects not complete at the end of the fiscal year will be capitalized as "Work in Progress." At the end of the fiscal year of completion, the amount for that work in progress project will be moved to the appropriate building asset.

XIV. LEASEHOLD IMPROVEMENTS:

Improvements to leased property which substantially add to its value or extend its useful life may be capitalized. A determination will be made at the beginning of the project if the improvements should be capitalized or not.

XV. CAPITAL LEASES:

Property acquired through a capital lease will be capitalized at the time of the inception of the lease.

XVI. LIBRARY BOOKS AND MATERIALS:

All physical Library books and materials will be capitalized using a 5-year life. Material purchases will be totaled for the year and entered in the asset records as one lump sum asset. It will then be disposed of as a lump sum asset at the end of the 5-year period.

XVII. DISPOSAL OF EQUIPMENT:

When a piece of equipment is no longer usable or needed by Portage District Library, it will be disposed of appropriately. Disposal of equipment includes: sale or donation as surplus property, return to a vendor, cannibalization, trade-in, theft or transfer.

MLA ADVOCACY NEWS

August 2026

FY 2027 State Budget Includes Increased Investment in Michigan Libraries

On Tuesday, July 21, Governor Gretchen Whitmer signed Michigan's FY2027 budget into law. Thanks to your outreach and advocacy, Michigan libraries secured several key funding wins: While many state departments and agencies saw budget reductions, State Aid to Libraries saw a one-time increase of \$375,000.

While MLA advocated for a \$500,000 increase in Michigan's only direct aid to public libraries and library cooperatives, your advocacy secured a partial, one-time increase in an otherwise tenuous budget climate.

Likewise, the state budget includes a one-time \$375,000 increase in state funding for the Michigan eLibrary (MeL), reflecting library advocates' persistent efforts to highlight the importance of MeL and MeLCat. As a key advocacy priority this year, MLA advocated for an additional \$900,000 in state support for MeL and MeLCat, identical to the one-time funding increase received in the prior fiscal year.

\$135 million for the Out of School Time grant program, which provides funding for K-12 after-school and summer programming. Public libraries are eligible applicants.

\$3 million in the Grow Your Own programs budget allocated for school librarian specialist certification grants. These grants help provide funding for individuals to receive a school librarian specialist endorsement from the Michigan Department of Education.

These outcomes reflect the power of our collective voice. Every letter, email, call, and conversation with an elected leader helped make this possible.

Now, please join us in expressing our gratitude! A quick thank-you can go a long way toward strengthening our relationship with legislators and building support for libraries in future budget cycles. Take five minutes today to reach out to Governor Whitmer and your local House Representative and State Senator to share appreciation for their support of Michigan libraries. You can find contact information for legislators through the links below.

Your advocacy makes a difference. By staying engaged, building relationships with policymakers, and speaking up for libraries, you help ensure Michigan libraries have a strong voice in the decisions that shape their future. Thank you for standing with libraries and for all you do to keep them strong and supported in communities across Michigan!

MLA and ACLU Partner to Track and Map Censorship Efforts in Michigan

Two years ago, the ACLU of Michigan launched an innovative online mapping tool that tracked book bans and other forms of government censorship throughout the state. MLA is excited to announce a major update in that work. Through our partnership with the ACLU of Michigan, we've worked together to complete the first comprehensive update to the map and brought it directly to the MI

MLA ADVOCACY NEWS

Right to Read website.

Hostile Territory: Mapping Michigan's Anti-LGBTQ+ Movement & Other Government Acts of Censorship is a resource that documents book bans, challenges, and other forms of government actions affecting First Amendment and civil rights in Michigan schools and public libraries. Beyond book bans and challenges, the map also records other instances of censorship by local governments and schools, like restrictions on Pride Flags and other protected expression.

Updates reflect new developments at schools and libraries that occurred long after the original reports were included on the map, ensuring the public can see how communities have responded to censorship threats, not just where they've emerged. By making the Hostile Territory tool more accurate and accessible, we're strengthening our ability to recognize censorship trends, learn from one another's experience, and respond with confidence.

If you know of a challenge in your community, please share it by using the MI Right to Read Request Support form linked below. Information shared with MLA through the form will never be shared without your permission. Public information, such as new reports and meeting minutes about challenges, is used to track government censorship in our state in cooperation with the ACLU of Michigan. Learn more and view the map at mirighttoread.com/map.

Take Action: Tell the FCC to Save E-Rate

The Federal Communications Commission (FCC) is considering changes that could reduce or eliminate E-Rate, the federal program that helps libraries and schools afford broadband and Wi-Fi. Without E-Rate, libraries could face difficult choices between maintaining internet access and funding other essential services. The FCC is now accepting public comments.

All public comments are reviewed by agency staff, and the FCC considers the comments when developing final rules. This is our opportunity to share how E-Rate-funded broadband supports local communities. You don't need to be a policy expert to share a compelling comment—personal stories, local data, and examples of how your community uses library internet access can help FCC decision-makers understand the real-world impact of this program.

The American Library Association (ALA) has provided a template and step-by-step guidance to make submitting your comment easy: Learn how to submit a comment and help #SaveOurERate. Comments are due Tuesday, October 13, 2026, at 11:59 PM.

If you're not ready to file comments, you can still contact your congressmembers about protecting E-Rate. Thank you for continuing to show up and speak up for libraries and the communities they serve!

Memo

Initiation of Library Director's 2026 Evaluation Process

To: Portage District Library Board
From: Jeanne Friedman, Library Board Chair
Date: September 24, 2026

BACKGROUND:

The Personnel Committee, composed of Trustees Donna VanderVries, Linda Whitlock, and myself, will be responsible for leading the annual evaluation process of the Library Director this year. Individual board members will be asked to complete an evaluation form based on their own assessments of the Library Director's accomplishments and performance in relation to the End Statements. These individual evaluations will be compiled and summarized and then a meeting will be held with the Library Director to go over the performance evaluation.

The Board Personnel Committee will then meet to develop a recommendation to the Library Board for the Library Director's compensation in 2027, renewal of her 5-year contract, and present a recommendation to the whole board at the December 14, 2026 board meeting, at which time a vote will be taken.

The Library Board Personnel Committee reminds all trustees that we must conduct this evaluation process in compliance with the Open Meetings Act and in accordance with Carver Policy Governance guidelines as indicated below.

The Library Director's performance evaluation entails the following assessments:

1. Has there been progress on achieving Board endorsed Ends Statements in 2026?
2. Has there been progress on accomplishing Board endorsed personal goals in 2026?
3. Has the Library Director been in compliance with the Board's Executive Limitation in 2026?
4. Consider that the success of the library is the evaluation of the Library Director.

Portage District Library

2026 Summer Reading Report

September 28th, 2026

Youth Summer Reading Program	2022	2023	2024	2025	2026
Number of people registered	1060	1380	1163	1272	1238
Number of people who participated	897	1097	981	1021	1047
Number of people who completed 45 days	201	408	396	532	523
Number of days read (total)	23519	31924	31438	34865	35355
Teen Summer Reading Program	2022	2023	2024	2025	2026
Number of people registered	283	390	370	364	384
Number of people who participated	235	299	292	270	324
Number of people who completed	56	129	144	166	168
Number of days read (total)	6410	9531	10220	10189	11443
Adult Summer Reading Program	2022	2023	2024	2025	2026
Number of people registered	442	600	585	662	604
Number of people who participated	301	399	412	467	449
Number of people who completed	N/A	N/A	N/A	N/A	N/A
Number of books read (total)	3085	5117	4698	5629	4820

Program Summary

Summer Reading Programs ran from June 1st – August 1st this year.

Youth and Teen Summer Reading Program

Youth Staff reinstated teen volunteers for Summer 2026. They were incredibly helpful, providing individualized guidance to families and encouraging readers to keep reading and logging their days. They were able to consistently monitor the book prize room and make sure readers had recorded their reading so we could have an accurate count of winners through Beanstack. They also offered readers the chance to make a button if they had logged days that week. This proved to be a big draw to the Summer Reading Table.

This summer 2,324 Youth and Teen readers earned and received free books! In addition, the 691 youth and teen readers who logged 45 days were able to enter drawings for one of the 13 grand prizes (6 for youth, 7 for teen). Prize books and grand prizes were funded through a generous donation by our Friends of the Library group. We are so grateful to our Friends for their consistent support of these programs!

Adult Summer Reading Program

We received many positive comments this year. Our community appreciates the ability to join a reading program with so many great prizes. Adults can choose which weeks they want their earned tickets to go to based on the prizes offered. Out of the 449 participants, 90 earned a prize over the summer. In addition, participants earned 4,035 badges and logged 4,820 books. The library purchased ten prizes for each of the eight weeks of summer reading. We also purchased ten \$50.00 awards for a final prize blitz. The library

focused on local businesses or locally owned franchises for our gift card prizes. This year, the businesses used were Erbelli's Pizza, Kazoo Books, ChocolaTea, this is a book store/Bookbug, Citty BBQ, Bella Creamery, Meijer, and Pita Way.

In addition, staff participated in their own summer reading program. 23 staff members read 123 books, earned 227 badges, and completed 91 activities. Some popular activities included wearing a Hawaiian shirt, coloring a communal panel, attending a library program, and shelving a cart of books. They were also tasked with reading a book from the 300s section and a general fiction book. Our staff enjoys participating in summer reading as much as our patrons do.