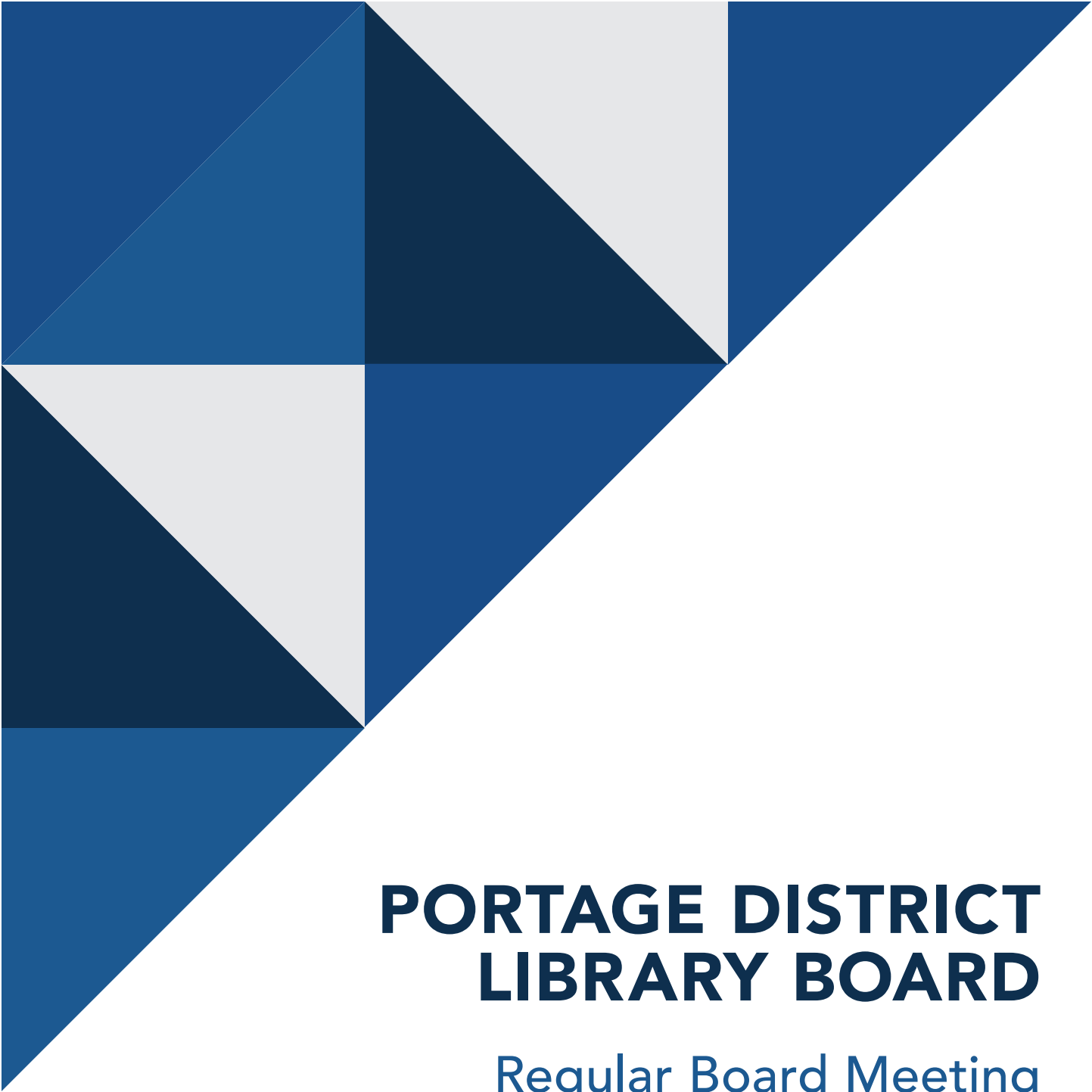




PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting
October 26, 2026

300 LIBRARY LANE, PORTAGE, MICHIGAN 49002





NOTICE OF REGULAR MEETING

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting, Monday, October 26, 2026 | 6:00 PM

The Library Board of the Portage District Library will hold a regular meeting on Monday, October 26, 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: Oct. 22, 2026

Quyen Edwards
Library Board Secretary

Portage District Library
300 Library Lane
Portage, MI 49002

AGENDA

October 26, 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 October 26, 2026 (1 minute) (Vote)

V. Consent Agenda (5 minutes) (VOTE)

- A. Minutes of the Regular Board Meeting of September 28, 2026. (Info) Pg. 5-7
- B. Review of Donation Policy. (Info) Pg.8
- C. Budget Amendments – Designated and Undesignated 2026 (Info) Pg.9
- D. Monitoring Report – Communication & Support to the Library Board. (Info) Pg. 10-13
- E. Monitoring Report – Ends Focus of Grants/Contracts. (Info) Pg. 14
- F. Narrative Report for September 2026. (Info) Pg. 15-18
- G. Report on Financial Condition for September 2026. (Info) Pg. 19-20
- H. Statistical Report for September 2026. (Info) Pg. 21-22
- I. MLA Advocacy News for October 2026. (Info) Pg. 23-24
- J. PDL Events Calendar for November and December 2026.(Info) Pg. 25-26

VI. Governance (20 minutes)

- A. Approval of Circulation Policy (VOTE) Pg.27-29
- B. Approval of Resident/Non-Resident Policy and Non-Resident Fee Amount for 2027. (VOTE) Pg.30-33
- C. Approval of Holiday Schedule for Library Hours of Operation in 2027. (VOTE) Pg.34
- D. Review of Investment Policy and Library Investment Listing (Info) Pg.35-38
- E. Friends of the Library Update (Info) Pg.39
- F. Memo: Michigan CLASS Participation (VOTE) Pg.40-42

VII. End Development (30 minutes)

- A. Library Director's Accomplishment of Personal Goals for Fiscal Year 2026. (Info) Pg.43
- B. Library Director's 2026 Evaluation Process. (Info) Pg.44
- C. Third Quarter 2026 Strategic Planning Updates. (Info) Pg.45-51
- D. Third Quarter 2026 Financial Report. (Info) Pg.52-54

AGENDA

- E. Request for Library Board Approval for Restricted Use of Trustees for Direct Mail Initiative **(VOTE) Pg.55**

VIII. Library Director's Reports (20 minutes)

- A. Final remarks by Library Director for the October 26, 2026 Library Board Meeting

IX. Process Evaluation (5 minutes total)

- A. Suggestions for Agenda Items to be included on the December 14, 2026 Board Meeting
 1. Minutes of the Regular Meeting held on October 26, 2026.
 2. Review of FOIA Policy
 3. Approval of Annual Calendar of Library Board Activities for FY 2027
 4. Adoption of Schedule of Library Board Meetings for 2027
 5. Report on Financial Condition for October & November 2026
 6. Narrative Report for October & November 2026
 7. Statistical Report for October & November 2026
 8. MLA Advocacy News for November & December 2026
 9. Personnel Committee's Recommendation for Library Director's Compensation in 2027
 10. End-of-Year Report on Accomplishment of all Ends in 2026
- B. Miscellaneous

X. Adjournment

MINUTES

From the September 28, 2026
Regular Board Meeting

I. Start of Meeting

II. Roll Call

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

Board Members Absent: Donna VanderVries (excused)

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

Library Staff Absent: Rolfe Behrje

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

Library Board Chair Jeanne Friedman welcomed everyone to the September 28, 2026 Library Board Meeting at 6:00 PM. She asked if anyone present had any comments.

- A. Comment from Library Director Christy Klien: Klien introduced our new Adult Services Outreach Librarian Cece Rohm. Roehm came to us from Kalamazoo Public Library and started at the end of August.

IV. Adoption of the Agenda for the Regular Meeting of September 28, 2026

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

MOTION: It was moved by Trustee Terry and supported by Trustee Vance that the Library Board adopt the agenda for the regular meeting of September 28, 2026. Vote 6-Yes, 0-No, 1-Absent (VanderVries). Motion carried.

V. Consent Agenda

Library Board Chair Friedman asked if there were any changes needed to the consent agenda for the September 28, 2026 board meeting before its adoption and none were requested.

- A. Minutes of the regular meeting held on August 24, 2026
- B. September 2026 Narrative
- C. Financial Condition for August 2026
- D. Statistical Report for August 2026
- E. October 2026 Program Calendar
- F. Review of Materials Selection Policy
- G. Review of Capitalization Policy
- H. MLA Advocacy

MINUTES

MOTION: It was moved by Trustee Whitlock and supported by Trustee Baker that the Library Board approve the consent agenda for the regular meeting of September 28, 2026. Vote 6-Yes, 0-No, 1-Absent (VanderVries). Motion carried.

VI. Governance

A. Initiation of Library Director's 2026 Evaluation

The Library Board had a discussion of the Library Director's 2026 evaluation. This year's Personnel Committee is made up of Board Chair Friedman, Trustee VanderVries, and Trustee Whitlock. The evaluation form will go out to trustees after the October 2026 Board Meeting and are due to Board Chair Friedman before Thanksgiving (Thursday, Nov. 26). Library Board Secretary Quyen Edwards will have a room and computer reserved at the library if you want to set up an appointment to fill out the form and submit it virtually.

VII. Ends Development

A. Report on 2026 Summer Reading Program

Head of Youth Services Laura Wright gave the Summer Reading 2026 updates. She explained that after eliminating them during Covid, Youth Staff made the decision to add Teen Volunteers back into the program. Many of these excellent volunteer came from the Book Buddies. These teens showed up and enhanced the experience for the kids when they were picking up their prizes, making buttons or passing out stickers. We are hoping to carry that momentum through to next year . We are hoping to continue having teen volunteers next year. In addition to the benefits previously mentioned, they helped monitor the prize room so that we are very confident in our participation statistics for this summer.

Adult Services Librarian Ruth Cowles runs the Adult Summer Reading reading program and has found that many local businesses are interested in participating in Summer prizes. She had a high number of participation from adult patrons this year. We also want to thank Ruth for also hosting the library staff reading program with challenges and prize drawings.

VIII. Library Director's Reports

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

Library Director Klien said we held a Staff Development Day last Friday. Staff appreciated the time to spend together doing training. Local artist Laura Wiler came and did a collage art project with the staff. Klien noted that there are always some patrons who are caught off guard at the closure, but we will continue to do our best to notify the community in advance of closures.

Discussion about the 2026 Board Retreat - the staff feel we should keep our current strategic plan. They are currently working on a proposal to present to the Board. We would like to include the PDL Library Board trustee candidate if possible. Klien concluded that we will check room availability and send out a poll to schedule the retreat.

IX. Process Evaluation

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.

MINUTES

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

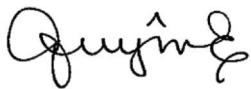
- B. Miscellaneous** - The library is hosting a plant swap table next week in the cafe co-sponsored with the Kalamazoo Plant It Forward group.

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 September 28, 2026.

DISPOSITION: The regular board meeting of September 28, 2026 was adjourned at 6:22 PM.

Recorded and Transcribed by,



Quyen Edwards

Library Board Secretary

Donation Policy

Last Reviewed & Approved: 10-26-26

The library actively solicits donations and uses them to enhance library services.

Anticipated income from donations is not submitted as part of the budget process. Rather, as donated funds are received, they are recorded as income, accumulated during the fiscal year, and appropriated into the next fiscal year. Funds appropriated into a current fiscal year from the previous year's gift income are then budgeted for expenditure by the Library Board.

Specific requests made by donors will be satisfied by purchasing the requested items from the appropriation of the previous year's donations.

In the case of a large donation for a specific purpose, the funds will be transferred to the appropriate account for expenditure in the year in which they are received. The intent of this policy is to preserve the Library Director's ability to fulfill specified memorial and non-memorial gifts as promptly as possible and to preserve the Library Board's right to allocate undesignated contributions to appropriate expenditure categories from the restricted contributions fund balance.

Memo

Budget Amendment to adjust the FY 2026 Budget for Two Designated Donations

To: Portage District Library Board
From: Christy Klien, Library Director
Date: October 21, 2026

BACKGROUND

The library received a \$400 donation from the Kalamazoo Valley Geneological Society designated for the Local History Room. The library also received a \$250 donation designated to Adult Books with a focus on science and nature. The library would ask that the Library Board now approve the allocation of those funds into the FY2026 budget.

RECOMMENDATION:

I recommend that the Library Board approve a Budget Amendment to the Fiscal Year 2026 Budget to increase the Local History line by \$400 and the Adult Materials expenditure line by \$250 for the designated use of these funds in FY2026.

Monitoring Report on Executive Limitation Policy:

Communication and Support to the Library Board

October 26, 2026

Policy The Library Director shall not permit the Library Board to be uninformed or unsupported in its work. Accordingly, the Library Director may not:

1. Neglect to submit monitoring data required by the Library Board (see policy on Monitoring Library Director’s Performance) in a timely, accurate and understandable fashion, directly addressing provisions of board policies being monitored.Discriminate against any staff member for expressing an ethical dissent.

Director’s Response:

All board policy monitoring data has been submitted to the Library Board as required and noted on the Library Board’s annual calendar as follows:

Board Executive Limitations and Public Service Policies	Dates when Monitoring Data was provided to Library Board
Art Exhibit and Gift Policy (Public Service Policy)	Provided information to the Library Board to review this policy on 4-27-26.
Asset Protection Policy (Executive Limitation)	Monitoring report provided to the Library Board on 3-23-26.
Capitalization Policy (Public Service Policy)	Provided information to the Library Board to review this policy on 9-28-26.
Community Meeting Rooms Policy (Public Service Policy)	Provided information to the Library Board to review this policy on 9-28-26.
Circulation Policy (Public Service Policy)	Provided information to the Library Board to review this policy on 1-26-26 and 10-26-26.
Communication and Support to the Library Board Policy (Executive Limitation)	Provided information and communicated regularly throughout the year with the Library Board via: agenda packets, e-mails, e-newsletters, special mailings and presentations at board meetings; arranged for regular presentations by library staff to keep board members updated on library issues; Report by Behrje on 3-Year Technology Plan 7-27-26; conveyed important information to trustees, such as: Ends development and accomplishments; Friends of the Library; fundraising initiatives (Annual Campaign); library monthly narrative & statistical reports; marketing activities; Public Hearing on FY 2027 Budget; Monitoring report on this policy will be provided to the Board on 10-26-26.
Compensation and Benefits Policy (Executive Limitation)	Monitoring report provided to the Library Board on 8-224-26.
Confidentiality Policy (Public Service Policy)	Replaced Library Privacy and Search Warrant Policy on 2-23-26.
Donation Policy (Public Service Policy)	Will provide information to the Board to review this policy on 10-26-26.
Emergency Library Director Succession (Executive Limitation)	Monitoring report provided to Library Board on 2-23-26.

Ends Focus of Grants or Contracts Policy (Executive Limitation)	Will provide information to the Board to review this policy on 10-26-26.
Financial Condition and Activities Policy (Executive Limitation)	Monthly & quarterly reports done all year; and Financial Audit Presentation on 6-22-26; recommended allocation of gifts & donations on 6-22-26; provided data on fundraising initiatives as part of Library Director's narrative reports in board meetings; and a Monitoring Report for this Executive Limitation was provided to Library Board on 3-23-26.
Financial Planning/Budgeting Policy (Executive Limitation)	Data provided in monthly & quarterly reports all through FY 2026. FY 2027 Budget projections given on: 6-22-26, 7-27-26, 8-24-26. Public Hearing was conducted on 8-24-26. Monitoring Report provided to Library Board on 03-23-26.
Freedom of Information Act (FOIA) Policy (Public Service Policy)	Will provide information to the Library Board for review on 12-14-26.
Fundraising Policy (Executive Limitation)	Provided information to Library Board to review this policy on 4-27-26.
Global Executive Constraint (Executive Limitation)	Provided information to Library Board to review this policy on 1-26-26.
Heritage Room Policy (Public Service Policy)	Provided information to the Library Board on 6-22-26 to review this policy.
Internet Policy (Public Service Policy)	Provided information to the Library Board on 7-27-26 to review this policy.
Investment Policy (Public Service Policy)	Will provide information to the Library Board on 10-26-26 to review policy.
Materials Selection Policy (Public Service Policy)	Provided information to the Library Board to review this policy on 9-28-26.
Patron Behavior Policy (Public Service Policy)	Provided information to the Library Board to review this policy on 5-18-26.
Programming Policy (Public Service Policy)	Provided information to Library Board to review this policy on 4-27-26.
Reciprocal Borrowing Policy (Public Service Policy)	Provided information to the Library Board on 5-18-26 to review this policy.
Records Retention Policy (Executive Limitation)	Monitoring report provided to Library Board on 7-27-26.
Resident/Non-Resident Policy (Public Service Policy)	Will provide information to the Library Board on 10-26-26 to review policy.
Treatment of Consumers Policy (Executive Limitation)	Monitoring report provided to Library Board on 2-23-26.
Treatment of Staff Policy (Executive Limitation)	Monitoring report provided to the Library Board on 8-24-26.

2. Let the Library Board be unaware of relevant trends, anticipated adverse media coverage, material external and internal changes, particularly any changes in the assumptions upon which any board policy has previously been established.

Director's Response: The Library Board has been kept aware of all relevant trends, pertinent information and significant issues impacting the library. Examples of this are as follows:

- Federal mandates on privacy and Internet child protection
- State requirements for annual report to be eligible for state aid
- Monthly Michigan Library Association legislative updates on state activities
- Regular updates on state-wide legislative activities and decisions
- Gave a detailed presentation to Library Board on revenue projections for library
- Alerted Library Board to tax abatement issues and reductions in state aid funding to libraries
- Provided information on the Personal Property Tax and the state's proposed reimbursement plan for lost PPT revenue.

3. Fail to advise the Library Board if, in the Library Director's opinion, the board is not in compliance with its own policies on Governance Process and Library Board-Library Director Linkage, particularly in the case of board behavior, which is detrimental to the work relationship between the board and the Library Director.

Director's Response: The Library Board has been in compliance with its own policies.

4. Fail to marshal for the Library Board, as many staff and external points of view, issues and options as needed for fully informed board choices. [i.e., survey information, industry standards and benchmarks.]

Arranged for regular staff presentations to Library Board highlighting various areas and services at the library (Three-Year Technology Plan; marketing initiatives; revenue projections; tax capture; Summer Reading Program report)

Arranged for guests/presenters to come to board meetings: Library Auditor Rehmann Robson, new library staff, and Dan Jaqua to talk about economic development in Portage.

5. Present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three types: monitoring, decision preparation, and other.

Presented information to Library Board in the formats they requested.

Director's Response: Fail to provide a support mechanism for official Library Board, officer or committee communications.

Director's Response: The Library Board has been provided the complete support of the Library Director (Klien), the Assistant to the Library Director and Board Secretary (Edwards), and the Library Business Manager (Foti) in all matters of official Library Board, officer or committee communications. The support mechanism in place to assist the Library Board is an Administrative Team composed of these staff members, plus seven other Department Heads and team members who receive board directives and represent the Library Board's decisions and preferences to the rest of the library staff. The support service to the Library Board includes: participation in assessing current board policies and/or developing new policies as may be needed; implementation of board policies and enforcement with the public; review and revision of

library Ends Statements as identified by the Library Board and development of activities and projects to accomplish those Ends; representation of board preferences to the public; conduct of general research, online database searches for information, making contacts on behalf of the Library Board, handling correspondence and e-mail communications for the Library Board, managing official documentation of Library Board activities, and any other activities as required by the board as a whole, or upon individual request, if necessary and endorsed by the Board Chair. Legal services are always available to the Library Board as well.

7. **Fail to deal with the Library Board as a whole except when (a) fulfilling individual requests for information or (b) responding to officers or committees duly charged by the board.**

**Director's
Response:**

Proper attention has been given to the position of all Library Board members and in particular to the Board Chair and Vice Chair when communicating with the Library Board.

8. **Fail to report in a timely manner an actual or anticipated non-compliance with any policy of the Library Board.**

**Director's
Response:**

There have been no instances of non-compliance with any policy of the Library Board, thus no need to report any such behavior.

9. **Fail to supply for the consent agenda all items delegated to the Library Director yet required by law or contract to be board-approved, along with the monitoring assurance pertaining thereto.**

**Director's
Response:**

All items delegated to the Library Director or required by law or contract to be board approved have been included on the consent agenda with supporting monitoring assurance. Examples of this are: (1) the annual financial audit; (2) the annual State Aid report to the Library of Michigan; (3) the Public Hearing on the Library's Proposed Budget in August; (4) annual review of the library's public policies and the Library Board's executive limitation policies; (5) end-of-year budget amendments, as needed; (6) establishment of an updated Non-Resident Fee for the coming year; and (7) approval of any outsourced service contracts or purchases potentially exceeding \$20,000.

10. **Fail to provide the Library Board with a Communication and Support Monitoring Report once a year.**

**Director's
Response:**

This document serves as a "Communications and Support Monitoring Report" for Fiscal Year 2026, to assure the Library Board that all communications with the board have been handled appropriately and was included in the October 26, 2026 board meeting agenda packet.

Monitoring Report on Ends Focus of Grants & Contracts for Fiscal Year 2026

October 26, 2026

Policy The Library Director may not enter into any grant or contract arrangements that fail to emphasize primarily the production of Ends and, secondarily, the avoidance of unacceptable means. Accordingly, the Library Director shall not:

- 1. Fail to prohibit particular methods and activities to preclude grantee or service provider funds from being used in imprudent, unlawful or unethical ways.

Director's Response: All appropriate methods and activities were followed to ensure that any grant funds awarded to the Portage District Library, as grantee of funds, from granting agencies were used in prudent, lawful and ethical ways. The grant applications that were submitted and approved in FY 2023 were:

Granting Agencies or Partners	Amount	Purpose of Grant or Contract
SMLC (Southwest Michigan Library Cooperative)	\$6,000	Portage District Library requested and was awarded \$6,000 for collection development, technology, and professional development.
Friends of the Portage District Library	\$30,654.52	Summer Reading Program, Geek Fest, 1,000 Books Before Kindergarten, Preschool Room furniture
Kalamazoo Community Foundation Nancy Haner Memorial Fund	\$1,198.50	Portage District Library was awarded this grant to be used for "achieving library goals and purposes".

- 2. Fail to assess and consider an applicant's capability to produce appropriately targeted, efficient results.

Director's Response: The Library Director, the Marketing Manager, and associated Administrative Team members and library personnel work closely together to look at any potential grant or contract opportunity for the Portage District Library.

- 3. Fund specific methods except when doing so for research purposes, when the result to be achieved is knowledge about differential effectiveness of various methods.

Director's Response: The Library Director has not funded any specific methods that fall into this category.

Director's Report

October 2026

Adult Services

On Tuesday, September 1st, Adult Services Librarian, [Rachael Wiegmann](#), hosted the Parkwyn Jazz Quintet for Lunchtime Live. The quintet played old jazz standards and included a piano, bass, percussion, saxophone, and a trombone. This event was attended by thirty-five people who all seemed to enjoy the music.

On Tuesday, September 15th Adult Services Librarian [Jacob Lambert](#) hosted an educational program. The Fall Maintenance workshop with Community Homeworks gave patrons the basics for prepping homes for colder weather and provided tips for Fall-specific tasks in leaf, lawn, and gutter maintenance.

On September 30th, Jim Mumford, local author, chef, engineer, and community member gave a cooking demo on the Charlie Cart. Mr. Mumford kindly donated his time and ingredients to this demonstration. He made and served various styles of tavern pizza for the patrons. This program was attended by twenty people with a full wait list. We have more events planned with Mr. Mumford.



Youth Services

After some initial difficulties with updates to their Skyward school software, PPS was able to send over the new data for this year's PASS cards and all students are now in the system. We're very excited about the inclusion of the 3 year old and 4 year old preschool students, which is new this year. This expansion allows us to provide library access to the youngest students at PPS.

Youth Outreach Librarian [Andrea Smalley](#) worked with the teachers of all seven Portage Public School Young 5s classrooms to plan monthly class visits. Youth Department staff will visit each class once a month to do a storytime and activity that complements their World of Wonder curriculum. This collaboration gives library staff the opportunity to connect with students and families at the beginning of their time at PPS.

Teen Volunteer Update: On October 2nd, the State of Michigan launched a new portal for managing youth work permits. The State requires libraries to have work permits on file for all volunteers under 18 years of age. While the law requires work permits for youth volunteers, the new portal is not yet set up to accept volunteer work permits. Libraries across the state are in a holding pattern for the time being while the State updates the portal. In order to comply with State law, the library has paused the acceptance of new teen volunteers until the state portal is able to accept volunteer work permits.

Youth Librarians [Kristy Zeluff](#) and [Jenni Chase](#) have been working to update our preschool room play area. This was funded via a generous grant from our PDL Friends of the Library. We have updated playcubes, the puppet theater, doll house and doll furniture, and evolved our pretend play station to expand the imaginative horizons of our littlest patrons.



Youth Staff [Annette Wendt](#) (assisted by Mary Breuer) held the first ever Sewing for Teens #1. It was open for both middle and high schoolers. We had 6 in attendance, 3 used sewing machines from the Maker Space and the other 3 brought their own machines. All of them completed the class, which was focused on sewing machine safety, parts, how the machine works, threading the machine, and winding the bobbin. Finally, they got to sew some practice runs with attention to how to pivot on the sewing machine. They completed the class by making their very own pillowcases.



Head of Youth Services [Laura Wright](#) hosted a drop-in event with the help of our high school volunteers. 72 children and family members participated in crafts, LEGO builds, and other activities.

Makerspace

With students back in school, September has been a time to refocus on machine maintenance, developing new creative kits, and brainstorming future programming!

New to the Makerspace is our Career and Design Skills student, [Stella](#)! Stella is a high school senior enrolled at KRESAs Career and Technical Education. She receives class credit for working in the Makerspace 2 hours a day. She has been trained on all of the machines, is helping patrons and works independently on a number of creative projects.

Keep an eye out for increased programming in the Makerspace this Winter and Spring!

Local History

The month of September saw the Heritage Room resume programming beginning with the Kalamazoo Valley Genealogical Society who met on Monday, September 21st. The event, which is open to the public, was well attended with Local Historian [Steve Rossio](#) as the feature presenter talking about preserving your family treasures on a budget. The monthly Genealogy Drop-in program also resumed on Thursday the 24th offering free assistance to anyone having issues researching their family tree.

Personnel

Over the past month, Human Resources focused on onboarding, organizational development, benefits planning, and performance management. We welcomed [Cece Roehm](#) as our new Adult Outreach Librarian and completed her onboarding. [Christy Klien](#) and I met with Hannah Bollinger of Rose Street Advisors to discuss the results of the Cultural Accelerator survey, which will help inform our efforts to strengthen workplace culture and staff engagement. Christy and I also met with John Schuemann and Kristen Donner-Porter from Rose Street Advisors to review their work on benefit plan pricing and options ahead of open enrollment, so that we can present staff with well-informed choices. With the assistance of the library's fractional HR support we have begun laying out a timeline to conduct staff and supervisor FMLA training. Finally, Business Manager [Rob Foti](#) prepared the forms for the annual staff performance reviews, which will be conducted before the middle of December.

Circulation and Technical Services

During the month of September, we sent 3,640 SMS messages regarding holds, overdue materials, bills, and membership renewals. We had 8511 updates on our PASS cards. This include use, as well as updating information for the new school year.

Information Technology

In September 2026 the IT department finished its move to DeepFreeze Cloud management of its public access computers. The IT Department will now begin decommissioning its local DeepFreeze enterprise server. The library renewed and upgraded Ninite, our third-party patching tool, PublicWebBrowser, kiosk web browser for catalog stations and other kiosk applications.

The library is building a secure Entra environment that will build and expand upon Active Directory and its cloud network. It is also working on JAMF and Intune as device management and deployment solutions.

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 is reviewing proposals from Bibliotheca and TBS to refresh of its Self-Checkout Stations, possible new payment devices and RFID pads, inventory wands and auto-check-in RFID equipment

Building and Maintenance

During October, all scheduled pest control inspections were completed. Several HVAC repairs were also addressed, including repairs to a rooftop unit, which has been restored to normal operation, as well as repairs to a condensing unit that required replacement of a high-pressure switch. Exterior fall cleanup is in full effect, with seasonal grounds maintenance continuing throughout the property, and work in the rear garden has been completed. Floor maintenance also continued this month, with quarterly cleaning of the LVP flooring. In addition, bids are currently being sought for an upcoming carpet project. Installation of new custom shelving is also underway in the Youth Area, adding another improvement to the ongoing maintenance and enhancement of the library facility.

Financial Condition Report

September 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 \$10,563,192
Expenditures \$ 7,050,076

Fund	8/31/2026	Changes	9/30/2026
General Reserve (13%)	\$ 915,639	-	\$ 915,639
Building Reserve	50,000	-	50,000
Benefits Reserve	29,741	-	29,741
Technology Reserve	111,305	-	111,305
Patio Feasibility Reserve	4,700	-	4,700
Bldg. Improvement Reserve	731,419	-	731,419
Personal Property Tax Reserve	805,946	-	805,946
Library Endowments	95,766	-	95,766
Unassigned Fund Balance	8,952,193	-	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

September 2026

	Month Statistics			YTD Statistics		
	Sep-26	Sep-25	CHANGE	2026	2025	CHANGE
Circulation/Collections						
Total Library Circulation	78,869	78,499	0.47%	756,238	747,542	1.16%
Adult - Books	16,107	15,980	0.79%	150,955	152,765	-1.18%
Adult - A/V	3,214	2,850	12.77%	26,605	26,157	1.71%
Youth - Books	29,910	29,390	1.77%	288,494	287,303	0.41%
Youth - A/V	2,875	2,510	14.54%	27,482	26,182	4.97%
Hot Picks	600	612	-1.96%	6,354	5,936	7.04%
E-Material	24,311	25,276	-3.82%	241,012	233,326	3.29%
ILL - PDL Requests	1,146	1,233	-7.06%	9,345	10,072	-7.22%
ILL - Other Lib. Requests	706	648	8.95%	5,991	5,801	3.28%
Self-Checkout Percentage	50.60%	52.31%		53.15%	53.92%	
Total Library Collection	177,497	177,040	0.26%			
Adult - Books	70,904	71,009	-0.15%			
Adult - A/V	7,593	8,417	-9.79%			
Youth - Books	91,437	90,392	1.16%			
Youth - A/V	6,062	5,676	6.80%			
Hot Picks	1,501	1,546	-2.91%			
Net Acquisitions	1,565	735	112.93%	8,875	10,380	-14.50%
Purchased - Books	2,647	2,597	1.93%	22,616	22,662	-0.20%
Purchased - A/V	148	106	39.62%	1,466	1,153	27.15%
Donated - Books	0	1	-100.00%	0	5	-100.00%
Donated - A/V	0	1	-100.00%	0	4	-100.00%
Material Discarded	(1,230)	(1,970)	37.56%	(15,207)	(13,444)	-13.11%
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	36,209	34,721	4.29%			
Adult	18,444	17,923	2.91%			
Youth	1,757	1,977	-11.13%			
Non-Resident	275	254	8.27%			
Reciprocal	4,301	3,883	10.76%			
Internet User	0	279	-100.00%			
PASS Users	11,372	10,347	9.91%			
Professional	60	58	3.45%			
Net Patrons	1,107	1,104	0.27%	1,686	2,252	-25.13%
Adult	190	201	-5.47%	1,684	1,799	-6.39%
Youth	22	11	100.00%	118	120	-1.67%
Non-Resident	2	3	-33.33%	15	33	-54.55%
Reciprocal	66	64	3.13%	594	671	-11.48%
Internet User	0	0	0.00%	0	75	-100.00%
PASS Users	1,043	996	4.72%	1,099	1,071	2.61%
Professional	1	0	100.00%	5	3	66.67%
Patrons Removed	(217)	(171)	-26.90%	(1,829)	(1,520)	-20.33%

Statistical Report

September 2026

	Month Statistics			YTD Statistics		
	Sep-26	Sep-25	CHANGE	2026	2025	CHANGE
Library Building Usage						
Total Meeting Room Usage	787	828	-4.95%	7,627	7,605	0.29%
Internal/Collaboration	135	146	-7.53%	1,073	1,088	-1.38%
External/Outside Usage	652	682	-4.40%	6,554	6,517	0.57%
Total Program Audience	2,687	3,865	-30.48%	27,722	31,004	-10.59%
Adult	771	1,863	-58.62%	7,400	10,722	-30.98%
Youth	1,886	1,883	0.16%	19,356	19,301	0.28%
Heritage Room	30	119	-74.79%	966	981	-1.53%
Total Number of Programs	102	105	-2.86%	793	820	-3.29%
Adult	46	59	-22.03%	414	478	-13.39%
Youth	53	43	23.26%	304	325	-6.46%
Heritage Room	3	3	0.00%	75	17	341.18%
Total Volunteer Hours	166	157	5.73%	1,784	1,657	7.66%
Adult	59	43	37.21%	488	557	-12.39%
Youth	29	50	-42.00%	666	461	44.47%
Technical	9	7	28.57%	91	101	-9.90%
Circulation	37	24	54.17%	251	243	3.29%
Administration	32	32	0.00%	288	290	-0.69%
Community Service	0	1	-100.00%	0	5	-100.00%
Total Front Door Traffic	18,889	18,789	0.53%	173,997	175,153	-0.66%
Total Youth Services Traffic	11,897	11,796	0.86%	131,220	131,405	-0.14%
Total Business Center Traffic	0	0	0.00%	0	0	0.00%
Information Access/Reference/Research						
Total Reference Transactions	6,857	8,017	-14.47%	67,851	71,178	-4.67%
Adult Phone	531	512	3.71%	5,544	5,003	10.81%
Adult Ready Reference	1,396	1,556	-10.28%	10,846	14,991	-27.65%
Adult Reference	114	138	-17.39%	1,128	1,895	-40.47%
Youth Phone	54	74	-27.03%	669	771	-13.23%
Youth Ready Reference	2,644	2,627	0.65%	23,386	25,964	-9.93%
Youth Reference	191	204	-6.37%	2,080	3,429	-39.34%
HR Phone	21	31	-32.26%	70	164	-57.32%
HR Ready Reference	207	301	-31.23%	1,702	2,031	-16.20%
HR Reference	8	12	-33.33%	91	116	-21.55%
Circ Phone	449	510	-11.96%	5,279	4,549	16.05%
Circ Ready Reference	15	41	-63.41%	5,985	3,188	87.74%
Circ Reference	1,227	2,011	-38.99%	11,071	9,077	21.97%
Total Edutainment LAN Use	0	0	0.00%	0	1,497	-100.00%
Total Internet Computer Use	1,497	1,673	-10.52%	17,441	15,764	10.64%
Youth Computers	139	216	-35.65%	4,043	2,080	94.38%
Adult Computers	1,354	1,454	-6.88%	13,373	13,642	-1.97%
Laptop Computer Circulated	4	3	33.33%	25	42	-40.48%
Total Electronic Transactions	74,132	75,830	-2.24%	608,337	525,558	15.75%
WebSite Hits	62,456	63,879	-2.23%	509,149	424,241	20.01%
WebCatalog Sessions	9,908	10,097	-1.87%	84,718	86,048	-1.55%
Licensed Database Hits	1,768	1,854	-4.64%	14,470	15,269	-5.23%

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

Christy Klien, Library Director

MLA ADVOCACY NEWS

September 2026

MLA Biannual Advocacy and Legislative Update

A core tenet of MLA's mission is to advocate for Michigan libraries. MLA's Advocacy and Legislative Committee, made up of volunteer ambassadors from libraries across the state, meets monthly to strategize and discuss issues facing libraries. As one of MLA's key steering committees, the group helps set advocacy priorities and raise awareness about issues affecting libraries.

While our advocacy efforts are carried out year-round, much of that work happens behind the scenes. Some results in visible action, but often our advocacy involves monitoring legislation, engaging directly with legislators, researching potential impacts, and consulting with partners and experts. We want MLA members to know what we're paying attention to and how we're working to advance and protect Michigan libraries every day. That's why we're launching a new biannual Advocacy and Legislative Update to keep Michigan libraries informed about this work.

Our FY27 Advocacy and Legislative Committee began its work together over the summer by establishing priorities for the year ahead. Formalized in our new Advocacy Action Plan, those priorities commit MLA to increasing library funding, protecting access to information, and strengthening advocacy skills among librarians and library workers. The plan identifies property taxes, penal fines, and state aid as key sources of funding we'll work to protect on behalf of libraries. Likewise, as part of our efforts to champion information access, we'll continue advocating for additional state funding for MeL and MeLCat.

As library budgets continue to be burdened by inequities in pricing and licensing for digital content, MLA is also exploring how we can move the needle to ensure libraries have access to affordable eBooks and digital audiobooks for their patrons. And we're eager to continue building member advocacy skills with another Michigan Library Advocacy Day event in Lansing next year. Mark your calendars for May 4, 2027!

In recent months, much of the Committee's discussion has focused on policy priorities for the 104th Michigan Legislature, which begins its work in January. We're revisiting issues facing libraries, including the freedom to read and Open Meetings Act requirements, to ensure we're prepared to move priorities forward when the new legislature convenes and new opportunities emerge.

MLA also has a small group of Advocacy and Legislative Committee members tasked with reviewing newly introduced bills and flagging legislation that could impact libraries. Since the FY27 Legislation Readers Subcommittee began its work in July, we've flagged about a dozen bills for further review and discussion. These bills vary considerably in their potential impact. We've seen attempts to redirect penal and civil fine revenue away from public libraries, potential changes to Michigan's Freedom of Information Act, and proposed modifications to the calculation of Headlee rollback.

MLA's position and response to the bills can vary. This year, several bills dealing with fines and court funding stood to affect constitutionally dedicated library funding. In those instances, MLA found success through direct outreach to legislators and by providing information on the unintended impacts on libraries.

MLA ADVOCACY NEWS

With hundreds of bills introduced in the Legislature each year, much of MLA's monitoring happens behind the scenes. When we determine that a bill warrants our public support or opposition, we add it to the MLA bill tracker online. Most recently, MLA flagged Senate Bill 271, an Open Meetings Act amendment that would give governmental units like public libraries and library cooperatives greater flexibility to hold board meetings remotely. MLA acted quickly to support the bill and provide written testimony the day it was introduced in a Senate committee.

MLA's advocacy work will continue as we approach the end of the 103rd Legislature and prepare for the new legislative term in January. Our ambassadors, committee members, and staff will continue monitoring legislation, engaging with policymakers and partners, and identifying opportunities to advance the priorities outlined in our Advocacy Action Plan.

And when action from Michigan's library community can make a difference, we'll make sure you know about it. In the meantime, know that MLA advocates will continue to meet every month, tracking the issues, asking questions, and advocating for Michigan libraries.

PDL Events

November 2026

Hot Wheels Fun

Kids and their adults are welcome to drop in!
Monday, November 2
9:00am - 8:00pm

How Do You Write A Good Picture Book?

With Author Emmy K
For Young Authors
Monday, November 2
10:00am - 11:30am

We Dig Art!

with Author Emmy Kastner
Monday, November 2
2:30pm - 3:30pm

Kalamazoo County Historical Society

Monday, November 2
7:00pm - 8:30pm

Family Storytime

Tuesday, November 3
9:30am & 10:30am

Vote the Popcorn

Vote for your favorite popped tasty treat!
Tuesday, November 3
4:00pm - 6:00pm

Teen Advisory Group

6th-12th Grade
Tuesday, November 3
6:30pm - 7:30pm

Baby/Toddler Storytime

Wednesday, November 4
9:30am & 10:30am

Kalamazoo County ID Program

Mobile Unit Event
Wednesday, November 4
3:00pm - 5:00pm

Pub(lic) Library Trivia

The Aughts
Wednesday, November 4
6:30pm - 8:00pm

Muffins and the Market

An investment discussion group.
Thursday, November 5
9:00am - 10:00am

Yoga with Apral

A gentle approach
Thursday, November 5
4:00pm - 5:00pm

Bedtime Yoga Storytime with Little Roots Yoga

Thursday, November 5
6:30pm - 7:00pm

Preschool Storytime and Activity

For 3 to 5 year old children.
Friday, November 6
9:30am - 10:30am

Baby/Toddler Storytime

Monday, November 9
9:30am & 10:30am

Climate Book Club

at Wedels Garden Center
Monday, November 9
4:30pm - 5:30pm

Archaeology at Fort St. Joseph

Unearthing Southwest Michigan's Past
Monday, November 9
6:00pm - 7:15pm

Wiggle, Giggle, and Groove

For Toddlers, Preschoolers, and Their Caregivers
Tuesday, November 10
9:30am - 10:00am

Wiggle, Giggle, and Groove

For Toddlers, Preschoolers, and Their Caregivers
Tuesday, November 10
10:30am - 11:00am

WMU Senior Reader's Theatre

A Special Interest Group of OLLI members
Tuesday, November 10
1:00pm - 3:00pm

Teen LGBTQ+ Meet-Up

6th-12th Grade
Tuesday, November 10
6:30pm - 8:00pm

Baby/Toddler Storytime

Wednesday, November 11
9:30am & 10:30am

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

This ain't your normal waffles and syrup class!!
Wednesday, November 11
4:30pm - 5:30pm

Middle Grade Book Club

4th-6th Grade
Wednesday, November 11
6:00pm - 7:00pm

Cooking Demo with Chef Jim Mumford

Enjoy an evening with a local author and chef.
Wednesday, November 11
6:00pm - 7:00pm

Bedtime Storytime

Thursday, November 12
6:30pm - 7:00pm

International Mystery

Book Discussion

"A Murder For Miss Hortense"

by Mel Pennant

Thursday, November 12

7:00pm - 8:00pm

Documentary and Donuts

Good Men. Runtime 1:32. 2024.

Friday, November 13

10:00am - 12:00pm

"Depraved Obsession"

with Former Police Officer and
Author, Rod Sadler

Saturday, November 14

10:30am - 11:30am

Daughters of the

American Revolution

Lucinda Hinsdale Stone Chapter

Saturday, November 14

1:00pm - 2:00pm

Baby/Toddler Storytime

Monday, November 16

9:30am & 10:30am

Kalamazoo Valley

Genealogical Society

General Meeting & Program

Monday, November 16

7:00pm - 8:30pm

Family Storytime

Tuesday, November 17

9:30am & 10:30am

Plots and Pages

A Local Writers' Group

Tuesday, November 17

6:00pm - 8:00pm

Teen Cosplay Party

6th-12th Grade

Tuesday, November 17

6:30pm - 7:30pm

Purl for Portage

A Yarn Arts Club

Tuesday, November 17

6:30pm - 8:00pm

Toddler Playtime

Wednesday, November 18

9:30am & 10:30am

Things that Fizz, Pop, Erupt and Explode (Gently!)

Science for 2nd and 3rd Graders

Wednesday, November 18

5:30pm - 7:00pm

Muffins and the Market

An investment discussion group.

Thursday, November 19

9:00am - 10:00am

Yoga with Apral

A gentle approach

Thursday, November 19

4:00pm - 5:00pm

Bedtime Storytime

Thursday, November 19

6:30pm - 7:00pm

Kalamazoo Macintosh

Users' Group

Saturday, November 21

9:00am - 12:00pm

Saturday Sound Immersion

Saturday, November 21

10:30am - 11:30am

Light Lunch and Literature

"We Are Animals," by Justin Torres

Monday, November 23

12:00pm - 1:00pm

Happy Dinovember! Crafting

With Your Dinosaur

All ages are welcome to design
their own dinos.

Wednesday, November 25

1:00pm - 3:00pm

Baby/Toddler Storytime

Monday, November 30

9:30am & 10:30am

Introduction to Investing

Learn Market Basics!

Monday, November 30

6:00pm - 7:15pm

Circulation Policy

I. SERVICES & USAGE:

A. Subscription Services

The Library offers many premium services, such as interlibrary loan, Homebased Services, mobile hot spots, Favorite Authors, online learning resources, Library of Things, and various downloadable and streaming services. Due to cost and/or contractual obligations, reciprocal members are excluded from premium services, though they may have access to similar services through their home library.

B. Circulation Limits

1. All members are limited to 15 non-Hot Pick DVD's on their account at one time. Members are limited to 5 items from each type of Hot Pick material (books, movies) on their account at one time. Reciprocal members are not eligible to check out Hot Pick materials.
2. All members are limited to 2 special collection kits per type on their account at one time. This includes, but is not limited to Book Discussion Bags and Resource Kits. Similar limits may be set for other special collection kits.
3. Members are limited to 2 Library of Things items of each tier at one time. Reciprocal members are not eligible to check out Library of Things items.
4. Members are limited to 1 piece of equipment per type on their account at one time. This includes, but is not limited to, laptops, mobile hot spots, or Playaway Launch Pads and other types of equipment. Reciprocal members are not eligible to check out certain types of equipment such as mobile hot spots.
5. Members who are under the age of 18 years old are prohibited from checking out AV materials with mature content (including, but not limited to, rated "R", rated "UR", and rated "TV-MA"), laptops, Hotspots, or tier 2 Library of Things items.
6. Reference collections are for library use only.

C. Holds & Renewals

1. All members may place up to 25 items on hold at one time.
2. Items in Hot Pick collections cannot be put on hold.
3. Two renewals are allowed for items that are not in demand. The renewal period is the same length as the original checkout period. The following types of items cannot be renewed: Hot Picks, mobile hot spots, Book Discussion bags, and items on hold for another member.

D. Additional Requirements

Borrowers are required to provide a photo ID to check out certain equipment, including but not limited to the following: laptop computer kits, mobile hot spot kits, and tier 2 Library of Things items. Loss or damage of the equipment or accessories will result in charges for repair or replacement either for the entire kit or per each lost or damaged piece based on availability.

Laptop computer kits are for use within the library only for a loan period of two hours. Borrowers must remain in the library with the laptop. Removal of laptop computers from the library building will be considered theft.

II. FINES & FEES:

A. Overdue Fines

1. The Library will not charge any daily fines for overdue material.
2. The patron is responsible for understanding when checked out material is due to be returned to the Library. Checked out material may be subject to renewals according to Library policy. However, there is no guarantee of renewals.
3. Checked out material that is not returned within 28 days of the due date (or subsequent renewal dates) will be considered to be Lost Material by the Library and the Lost Item fees and regulations will apply.
4. Although the Library will use its best efforts to notify you of the overdue material or equipment, the Library does not guarantee notice and failure to receive notice will not prevent the material or equipment from being considered Lost Items.

B. Lost or Damaged Item Fees and Regulations

1. With the exception of magazines, lost or damaged material owned by the Library is charged at replacement/retail value plus a processing fee for making an item shelf-ready. A default price of \$20.00 will be used as the replacement cost if no retail value is available. Lost or damaged magazines will only be charged a replacement fee of \$5.00. Incidental damage to library material caused by normal use will be repaired without charge.
2. Non-returned, lost, or damaged material borrowed through MeLCat will be charged in accordance with MeL Policy, as set by the Library of Michigan, and then billed to the borrowing member. Once the Library pays the lending institution for non-returned, lost, or damaged interlibrary loan material, the borrowing member is responsible for the replacement cost, regardless of the item being returned.
3. Media formats, such as a DVDs or Playaways, that are returned without their library case and/or accompanying graphics or booklets will be assessed a replacement fee of \$5.00.
4. All lost or damaged pieces from kits will be charged at replacement/retail value or \$10.00 if no retail value is available. Total replacement of the kit may be charged if lost or damaged pieces are not replaceable and required for intended use of the kit.
5. Accounts that have been billed for lost or damaged material will be blocked from use until the lost material is returned or the lost or damaged material is paid for. Refunds will not be given for lost material that has been paid for, regardless if the material is returned to the collection.
6. Accounts that have been billed for \$25.00 or more in lost or damaged material and remain unresolved or unpaid for more than 28 days may be referred to a private notification service, but not reported to a credit bureau. Once an account has been sent to collections, a non-refundable fee equal to the private notification service fee charged to the Library will be assessed to the user's account.

C. Returned Check Fee

There is a fee for any returned checks written to the Portage District Library. The fee shall be assessed in the exact amount which the Library is charged by its current Bank for the processing of such items.

D. Photocopy /Printout/Faxing/Scanning Fees

A fee of 5¢ per printed side of a page will be charged for greyscale photocopies and printouts. A fee of 25¢ per printed side of a page will be charged for color printouts. No charge will be assessed for faxing or scanning pages to email or electronic storage.

E. Coffee Vending Fees

A fee of \$2.50 will be charged for a 12 oz. cup of coffee purchased through the coffee vending machine.

F. Car Charging Fees

A fee for use of the car charging station will \$0.13/kwh. An additional fee of \$0.75 will be charged per hour after the first two hours. A \$0.99 Guest Fee will be charged per session.

An estimate of costs is as follows:

\$0.86 for 1 hour
\$1.72 for 2 hours
\$3.32 for 3 hours
\$4.93 for 4 hours
\$6.54 for 5 hours
\$8.15 for 6 hours
\$9.76 for 7 hours
\$11.36 for 8 hours
\$12.97 for 9 hours
\$13.80 for 10 hours

Memo

Proposed Non-Resident Fee for Fiscal Year 2027

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

BACKGROUND

For many years, the library has extended library borrowing privileges to non-residents by providing an opportunity for them to get a library card by paying an annual fee that is comparable to what the average resident taxpayer would pay through tax assessment for library service. This is a reasonable approach to resource sharing by a tax supported public library and is a practice followed by many libraries. We have also always complied with Section 11a of the State Aid to Public Libraries Act, MCL 397.561a, which states that a Non-Resident Fee...

"May not exceed the cost incurred by the library in making borrowing privileges available to non-residents, including but not limited to, the costs, direct and indirect, of issuing a library card, facilitating the return of loaned materials, and the attendant cost of administration."

The current Library Board approved formula for calculating the library's Non-Resident Fee is:

Tax revenue generated by the taxable value of the average residential property in the Library taxing jurisdiction.

CALCULATION:

Using this formula, we have determined that the library's Non-Resident Fee for 2026 would be:

The current number of **residential parcels** in the Library's jurisdiction is 19,330. The total taxable value for all residential property is 2,333,459,762. Therefore, the average taxable value of a residential parcel of property in the Library's area would be 119,328. That means that tax revenue generated per average parcel in the coming year at the Headlee reduced millage rate of 1.9875 mills will be \$237.00.

This is a \$5.00 increase in the library's Non-Resident Fee from Fiscal Year 2026 which was \$232.00.

RECOMMENDATION:

It is recommended that the Library Board approve a 2027 Non-Resident Fee for the Portage District Library in the amount of \$237.00.

Resident / Non-Resident Membership Policy

I. Definition of the Portage District Library Service Area Boundaries

The service area of the Portage District Library is property located within the City of Portage or the portions of the Portage Public School District located in Texas Township and Pavilion Township. Only those who reside within or own property or businesses within these boundaries are entitled to free membership.

NOTE: Those who reside within or own property or businesses in the portion of the Portage Public School District located within the City of Kalamazoo are served by the Kalamazoo Public Library.

II. Who is able to get a free membership?

- A.** Any person who resides within the Portage District Library service area.
- B.** Any person who pays real or personal property tax on property located within the Portage District Library service area.
- C.** Any business and/or institution located within the Portage Library District service area may be issued a library card in the name of that business or institution. See Section V. part D of this policy for more details.
- D.** Any person who is a resident member of a library district that has established a reciprocal borrowing agreement with the Portage District Library can have a free, limited use membership. See the Reciprocal Borrowing Policy for additional membership requirements.
- E.** Any student registered with the Portage Public Schools and whose parent or legal guardian has agreed to participation in the Portage District Library/Portage Public Schools Student Library Card Program.
- F.** Any person who can document that they are an educator at an educational institution that is located within the Portage District Library service area and would not otherwise qualify for any free membership type. See Section V, part E of this policy for more details.

NOTE: Businesses outside of the Portage District Library service area are not eligible for reciprocal memberships.

NOTE: Resident and Reciprocal Memberships are for two years from the date the card is registered.

III. Non-Resident Memberships

Any person, business or institution that does not fit into one of the above categories must pay a non-resident fee for library service. The non-resident membership is good for one year from date of issuance and entitles the member to all services of Portage District Library. Shorter term prorated non-resident memberships may be offered.

The "Cost of Service" is calculated based on the average taxable value per residential parcel within the service area of the Portage District Library. As required by Section 11a of the State Aid to Public

Libraries Act, MCL 397.561a, the fee may not exceed “the cost incurred by the library in making borrowing privileges available to non-residents, including but not limited to, the costs, direct and indirect, of issuing a library card, facilitating the return of loaned materials, and the attendant cost of administration.” This cost figure is re-calculated annually and reported to the Library Board.

NOTE: *The non-resident fee for patrons 62 yrs. and older is 50% of the standard non-resident fee charged to people who reside outside of the Portage District Library service area.*

IV. Required Documentation for Establishing a Membership

The appropriate type of library membership for any person will be issued only upon verified identification and proof of current residential address for the person requesting the membership or, in the case of children under the age of 18, their parent or documented legal guardian. Businesses and Institutions have additional requirements addressed below. One of the following items of identification is required to establish a membership:

1. Valid Driver’s License
2. Valid State Identification Card
3. Valid Kalamazoo County ID Card
4. Valid Passport
5. Valid Military ID
6. Valid School ID with Photo
7. MI State Tribal ID

If the current residential address is not listed as part of the identification presented, a secondary document that includes a current residential address is also required to establish membership. The secondary document must be in the name of the person requesting the membership or, in the case of children under the age of 18, their parent or documented legal guardian. Businesses and Institutions have additional requirements detailed below. In order of preference, one of the following documents is required for proof of current residential address when the current residence is not listed on the identification presented to establish membership:

1. Valid Voter’s Registration Card
2. Current property tax bill or receipt
3. Current utility bill for water/sewer or gas/electric services
4. Registered Land Contract
5. Current Lease Agreement
6. Current vehicle registration

V. Special Circumstances & Other Membership Types

- A.** In the case of children under the age of 18 who are unable to show identification or proof of current residential address and are not accompanied by a parent or documented legal guardian, an alternative form of registration will be offered that will require the membership card to be notification to the responsible party that a membership card has been issued.

- B.** For those individuals seeking membership who may live in alternative living situations, such as shelters, temporary housing, group homes, transitional housing or care facilities, there may be other options for registration and/or proof of residence. Memberships may be limited in duration and/or limited in amount or type of material that can be checked out for those who are unable to provide the requested residency documentation.
- C.** Memberships are not available to those who are visiting the Portage District Library service area. However, onsite passes are available to anyone who can show appropriate identification. See the Internet Usage Policy for additional information and restrictions.
- D.** Businesses or institutions within the Portage District Library service area that would like to take advantage of the opportunity for membership require additional proof of operation within the library district, proof of ownership, or documented authorization from the business or institution. These memberships can only be established by the business owner, institutional director or their documented designee. These types of memberships are only processed by specific library personnel, not through typical individual member registration processes. Due to the variety of business and institution types, contact the Library for specific information regarding the additional requirements.
- E.** Individuals who can provide written documentation that they are working as an educator at an educational institution within the Portage District Library service area and would not otherwise qualify for any free membership type can be provided with a membership free of charge. Appropriate documentation should come in the form of a letter provided by their employer OR by using their school ID badge along with digital verification via online School Directory and must be provided annually upon the expiration of the membership to continue the membership. This type of membership is not intended for personal use, but to provide access to library collections for use in support of curriculum and other educational endeavors that impact students in the Portage District Library service area.

VI. Membership Responsibilities and Privacy

- A.** Once a membership has been established, the person, business or institution in whose name the membership is opened is responsible for any use or misuse of the membership, including, but not limited to, fines, losses or fees assessed against the account. In the case of minor children, the parent or documented legal guardian is the responsible party. In the case of a business or institution, the owner, director, or their designee will be the responsible party. Lost or stolen membership cards should be reported immediately. See the Fines & Fees/Usage Policy or the Internet Usage Policy for additional information.
- B.** In accordance with the Michigan Library Privacy Act, all library records must be kept confidential. Information contained within library records will only be divulged in person to the member showing valid identification, the card holder, the person liable for payment and return of library materials, or as required by law via a court order. See the Library Privacy & Search Warrant Policy for additional information.

Schedule of Library Closings for Calendar Year 2027

The Portage District Library will be closed on the following selected federal holidays and special observance days in 2027:

Friday, January 1, 2027

New Year's Day

Wednesday, November 24, 2027

Closing early at 5:00 PM

Sunday, March 28, 2027

Easter

Thursday, November 25, 2027

Thanksgiving Day

Monday, May 31, 2027

Memorial Day

Friday, December 24, 2027

Christmas Eve

Saturday, June 19, 2027

Juneteenth

Saturday, December 25, 2027

Christmas Day

Sunday, July 4, 2027 (Discussion)

Independence Day

Friday, December 31, 2027

New Year's Eve
Closing at 5:00 PM

Monday, September 6, 2027

Labor Day

Note: When a federal holiday falls on a Saturday, it is usually observed by governmental entities on the preceding Friday. When the holiday falls on a Sunday, it is usually observed by governmental entities on the following Monday. However, since the library is open to the public on Saturdays, and on Sundays (except in summer), any federal holiday that falls on either a Saturday or a Sunday will be observed on those actual days and the library will be closed.

Investment Policy

I. STATEMENT of PURPOSE

It is the policy of the *Portage District Library* to invest its funds in a manner that will provide the highest investment return with the maximum security, while meeting the daily cash flow needs of the Portage District Library and complying with all state statutes governing the investment of public funds.

II. SCOPE of POLICY

This investment policy applies to all financial assets of the *Portage District Library*. These assets are accounted for in the various funds of the *Portage District Library* and include the general fund, special revenue funds, debt service funds, capital project funds, enterprise funds, internal service funds, trust and agency funds and any new fund established by the *Portage District Library*.

III. INVESTMENT OBJECTIVES

In priority order, the primary objectives of the *Portage District Library's* investment activities shall be:

A. Safety:

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

B. Diversification:

The investments will be diversified by security type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

C. Liquidity:

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

D. Return of Investment:

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and the cash flow from characteristics of the portfolio.

IV. DELEGATION of AUTHORITY to MAKE INVESTMENTS

Authority to manage the investment program is derived from MCL 397.182 and by Resolution of the *Portage District Library Board* (See attached). Management responsibility for the investment program is hereby delegated to the *Portage District Library Director* who shall establish written procedures and internal controls for the operation of the investment program consistent with this Investment Policy. Procedures shall include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, collateral/ depository agreements and banking service contracts. No person may engage in an investment transaction except as provided under the terms of this Investment Policy and the procedures established by the *Portage District Library Director*. The Library Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

V. AUTHORIZED INVESTMENT INSTRUMENTS

The *Portage District Library* funds shall be invested only in the manner permitted under Act No. 20 of the Public Acts of 1943, as amended, and may include any of the following:

- A.** Bonds, securities and other obligations of the United States or an agency or instrumentality of the United States.
- B.** Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution, as defined in MCLA 129.91 (4) provided that the financial institution is eligible to be a depository of funds belonging to the State under a law or rule of the state of Michigan or the United States.
- C.** Commercial paper rated at the time of purchase within the two highest classifications established by not less than two standard rating services and that matures not more than 270 days after the date of purchase.
- D.** Repurchase agreements consisting of instruments listed in subdivision (a).
- E.** Bankers' acceptance of United States banks.
- F.** Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one standard rating service.
- G.** Mutual funds registered under the Investment Company Act of 1940, Title I of Chapter 686, 54 Stat. 789. 15 USC 80a-1 to 80a-3, and 80a-4 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. A securities net asset value per share may fluctuate on a periodic basis. However, a mutual fund is not disqualified as a permissible investment solely by reason of either of the following:
 - i.** The purchase of securities on a when-issued or delayed delivery basis.
 - ii.** The ability to lend securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.
 - iii.** The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.
- H.** Obligations described in subdivisions (a) through (g) if purchased through an interlocal agreement under the Urban Cooperation Act of 1967, 1967 (Ex Sess) PA7, MCL 124.501 to 124.512.
- I.** Investment pools organized under the Surplus Funds Investment Pool Act, 1982 PA 367, MCL 129.111 to 129.118.
- J.** Investment pools organized under the Local Government Investment Pool Act, 1985 PA 121, MCL 129.141 to 129.150.

VI. SAFEKEEPING and CUSTODY

All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by the *Portage District Library* shall be on a cash (or delivery vs. payment) basis. Securities may be held by a third party custodian designated by the *Portage District Library Director* and evidenced by safekeeping receipts as determined by the *Portage District Library Director* (or designee of the Library Director).

VII. STANDARD of PRUDENCE

The *Portage District Library Director* shall make such investments and only such investments as a prudent person would make in dealing with the property of another, having in view the preservation of the principal and the amount and regularity of the income to be derived. The Standard of Prudence to be used shall be the “fiduciary” standard and shall be applied in context of managing an overall portfolio.

VIII. STATEMENT of ETHICS

The *Portage District Library Director* shall refrain from personal business activity that could conflict with the proper execution and management of library investments, or that could impair the *Portage District Library Director’s* ability to make impartial investment decisions.

IX. INVESTMENT ACTIVITY REPORT

The *Portage District Library Director* shall annually, in October, provide a written report to the Library Board concerning the investment of *Portage District Library* funds. The Portage District Library shall comply with all applicable statutory standards for investment of public funds as they now exist or as they may be subsequently amended. Any provision of this resolution that conflicts with applicable statutory requirements and standards is void.

Investment Listing

As of September 30, 2026

All funds received are deposited into the Library's Fifth Third Checking Account. The checking account is a Sweep Account and all funds in excess of \$25,000 in the Library's checking account at the end of business day are swept into a higher interest-earning investment option. This would typically be a money market account.

The Library continually reviews its cash flow needs, based on budget distribution, planned projects and any other known information that may help to determine when cash is needed. Based on that information, excess funds are invested in higher interest earning investment options other than the Sweep Account. The following is a list of bank accounts and investments that the library has funds invested in:

Type	Issuer	Amount	Maturity Date	Interest Rate
Checking/Sweep Acct	Fifth Third Bank	9,726,959	Liquid	3.51%
Payroll Acct	Fifth Third Bank	\$ 0.00	Liquid	0.00%
Flex Checking	Fifth Third Bank	Variable	Liquid	0.00%
HRA Checking	Fifth Third Bank	Variable	Liquid	0.00%
Cash	UBS	\$136	Liquid	Variable
Money Market Funds	United States Treasury	\$1,282,959	2/18/2027	4.19%
CD	First Merchants Bank	\$250,000	3/10/2028	3.70%
CD	First National Bank	\$500,000	4/28/2028	3.80%
CD	First National Bank	\$300,000	8/29/2028	3.75%
CD	Dort Financial Credit Union	\$250,000	10/10/2028	5.00%
CD	First National Bank	\$300,000	12/15/2028	3.60%
CD	Wells Fargo Bank	\$242,000	4/9/2029	4.00%
CD	JPMorgan Chase	\$258,000	1/18/2030	4.60%
CD	JPMorgan Chase	\$529,000	3/17/2031	4.00%
U.S. Treasury Notes	U.S. Treasury	\$256,000	1/31/2028	3.55%
U.S. Treasury Notes	U.S. Treasury	\$250,000	5/31/2028	3.69%
U.S. Treasury Notes	U.S. Treasury	\$245,000	1/31/2029	4.08%
U.S. Gov't Bonds	Federal Home Loan Mtg Corp	\$515,000	3/27/2030	4.00%
U.S. Gov't Bonds	Federal National Mtg Assn.	\$500,000	5/5/2031	4.50%
U.S. Gov't Bonds	Federal Home Loan Mtg Corp	\$500,000	5/19/2031	4.375%
U.S. Gov't Bonds	Federal Home Loan Banks	\$500,000	5/29/2031	4.50%
U.S. Gov't Bonds	Federal Home Loan Mtg Corp	\$250,000	7/1/2030	3.95%

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: October 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 October 2-3 and an October board meeting, there will be an item on the agenda for the October 26, 2026 Library Board meeting.

Memo

Approval of Michigan CLASS as an Investment Option

To: Portage District Library Board
From: Christy Klien, Library Director
Date: September 26, 2026

Background

Michigan CLASS is a local government investment pool that has served Michigan public agencies since 1991 and invests only in instruments permitted under Michigan law for public agencies. Its stated priorities are safety, liquidity, convenience, and competitive yield. Both portfolios carry AAA ratings: S&P Global Ratings' highest money market rating ('AAA-m') for the Prime Fund, and Fitch's 'AAAF/S1' for Michigan CLASS EDGE (the Enhanced Cash fund). Fifth Third Bank, N.A. serves as custodian, and the pool is overseen by a Board of Trustees of up to thirteen members elected by its participants. The Trustees are advised by Public Trust Advisors, LLC. Participants benefit from same-day cash liquidity in the Prime Fund, with next-day liquidity in Enhanced Cash. There are no minimum investment requirements, no transaction fees charged by Michigan CLASS, and no limit on subaccounts, which lets us mirror our internal fund structure. Dividends accrue daily, and the pool offers competitive daily yields. Contributions can be made by wire or ACH, and state and federal payments can be invested directly. Convenience features include secure online access, monthly statements designed for public-sector fund accounting and audit trails, an annual independent audit, and dedicated client service representatives on any business day. Michigan CLASS is widely used across Michigan: its July 2026 participant list shows 1,049 participants, including 362 townships, 258 cities and villages, 101 school districts, 77 counties, 64 libraries, 100 authorities, 29 commissions, 20 emergency services districts, and 38 other public entities such as community colleges, utility systems, conservation districts, and health departments. Enrollment requires submitting our investment policy for review, adopting the Participation Agreement by Board resolution, and completing the Trust Registration. Approving this request would give the Library an additional safe, flexible, and cost-effective option for managing its cash.

Recommendation

The Library requests that the Library Board approve the use of Michigan CLASS as an approved investment vehicle for the Library's surplus funds and authorizes adoption of the Michigan CLASS Participation Agreement by Board resolution.

What is Michigan CLASS?

Michigan Cooperative Liquid Assets Securities System (Michigan CLASS) is a local government investment pool that prioritizes safety, liquidity, convenience, and competitive yield. Since 1991, Michigan CLASS has sought to provide Michigan public agencies with a safe and competitive investment alternative. Michigan CLASS invests only in instruments applicable to State of Michigan laws governing investment options for public agencies. Funds of the Participants are invested in prime or high-grade, short-term fixed income instruments selected with the goal of providing program safety, liquidity, and competitive yields as further defined by the Board's Investment Policy. Both Michigan CLASS portfolios are rated 'AAA' by a nationally recognized statistical rating organization.

Who oversees and manages Michigan CLASS?

Investments made on behalf of the Participants are subject to the overall direction of the Michigan CLASS Board of Trustees, which consists of up to thirteen Trustees elected by the Participants. The Board of Trustees approves the program's investment parameters that must also fall within the investment stipulations mandated under Michigan statute for the investment of surplus funds of the Participants. The Board of Trustees has entered into an investment advisory agreement with Public Trust Advisors, LLC. Public Trust is responsible to the Board for all program investment and administrative activities and services provided on behalf of the Participants.

How can you participate in Michigan CLASS?

Enrolling in Michigan CLASS is simple. After reading the Participation Agreement and Information Statement (available at www.michiganclass.org), follow these steps:

- 1 Submit your entity's investment policy to the program administrator for review.
- 2 Adopt the Participation Agreement by Board resolution.
- 3 Complete the Michigan CLASS Trust Registration.
- 4 Submit the above documents to Michigan CLASS Client Services.
- 5 After we review and approve the above documents, you will receive confirmation that you have been accepted as a Michigan CLASS Participant.

MICHIGAN CLASS FEATURES

As a Michigan CLASS Participant, you have access to many convenient features:

- Same-day cash liquidity in Prime Fund (3:00 p.m. ET cut-off)
- Contributions by wire or ACH
- Secure online access for transactions and account statements
- Professionally managed since 1991
- Competitive daily yields
- Unlimited subaccounts
- No minimum investment requirements
- Dividends accrue daily
- No transaction fees*
- Audited annually by an independent auditing firm**
- Direct investment of state and federal payments
- Dedicated client service representatives available via email, phone, or fax on any business day

*You may incur fees associated with wires and/or ACH transactions by your bank, but there will be no transaction fees charged from Michigan CLASS for such transactions. **External audits may not catch all instances of accounting errors and do not provide an absolute guarantee of accuracy.



What are the objectives of Michigan CLASS?

Safety

The primary investment objective of Michigan CLASS is the safety of public funds. The Michigan CLASS portfolios are professionally managed by a team of investment professionals who are solely focused on the management of public funds nationwide. Michigan CLASS has earned S&P Global Ratings' highest money market rating, 'AAAm.' Michigan CLASS Enhanced Cash is rated 'AAAF'/ 'SI' by Fitch. The custodian for Michigan CLASS is Fifth Third Bank, N.A.

Liquidity

When you invest with Michigan CLASS, you have access to your funds on any business day. You must notify Michigan CLASS of your funds transaction requests by 3:00 p.m. ET. By offering daily liquidity, we provide you with the flexibility you need to meet your daily cash needs. Michigan CLASS Enhanced Cash is a variable NAV fund that provides next-day liquidity.

Convenience

To make cash management simple and efficient, Michigan CLASS includes many features that make it easy to access account information and simplify record keeping. Transactions are conducted via the Michigan CLASS Online Transaction Portal at www.michiganclass.org and may be entered at any time - up to 365 days in advance.

Our dedicated Client Service team is available to assist

with any matters related to the administration of your account and can be reached by email at clientservices@michiganclass.org, by phone at (855) 382-0496, by fax at (855) 381-0496 or via the Michigan CLASS Online Transaction Portal at www.michiganclass.org.

Flexibility

Participants may establish multiple Michigan CLASS accounts to track and parallel their own internal fund accounting structures. You will receive an email notification when your comprehensive monthly statement is available online; statements show your transaction activity, dividend postings, and yield summaries. These statements have been specifically designed to facilitate public sector fund accounting and to establish a clear accounting and audit trail for your investment records.

Competitive Returns

The Michigan CLASS philosophy has always been to prioritize competitive yields while adhering to all objectives of safety and liquidity. Our portfolio managers are professionals with experience in public funds management. Michigan CLASS maintains a low management fee structure to help facilitate a competitive yield on the investment portfolios.

Legality

Michigan CLASS invests only in investments legally permitted under Michigan state law.

Have Questions? Contact us or visit www.michiganclass.org for more information.



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Any financial and/or investment decision should be made only after considerable research, consideration, and involvement with an experienced professional engaged for the specific purpose. The information presented should not be used in making any investment decisions. This material is not a recommendation to buy, sell, implement, or change any securities or investment strategy, function, or process. Please review the Michigan CLASS Information Statement(s) before investing. Michigan CLASS is not a bank. An investment in Michigan CLASS is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although the Michigan CLASS prime-style fund seeks to preserve the value of your investment at \$1.00 per share, it cannot guarantee it will do so. Please review the Michigan CLASS Information Statement(s) before investing. Past performance is not an indication of future performance. No assurance can be given that the performance objectives of a given strategy will be achieved. Any financial and/or investment decision may incur losses. Michigan CLASS is rated 'AAAm' by S&P Global Ratings. A 'AAAm' rating by S&P Global Ratings is obtained after S&P evaluates a number of factors including credit quality, market price exposure, and management. For a full description on rating methodology, please visit www.spglobal.com. Michigan CLASS EDGE is rated by 'AAAF/SI' by FitchRatings. The 'AAAF' rating is Fitch's opinion on the overall credit profile within a fixed-income fund/portfolio and indicates the highest underlying credit quality of the pool's investments. The 'SI' volatility rating is Fitch's opinion on the relative sensitivity of a portfolio's total return and/or net asset value to assumed changes in credit spreads and interest rates. The 'SI' volatility rating indicates that the fund possesses a low sensitivity to market risks. For a full description on rating methodology, please visit www.fitchratings.com. Ratings are subject to change and do not remove credit risk.

Public Trust Advisors, LLC, a registered investment advisor with the U.S. Securities and Exchange Commission, provides investment advisory services to the Fund. PMA Securities, LLC, an affiliate of Public Trust Advisors, is a broker-dealer and municipal advisor registered with the SEC and MSRB and is a member of FINRA and SIPC and provides marketing, and securities and other institutional brokerage services.

Memo

Library Director's Personal Goals for Fiscal Year 2026

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

Goal 1: Focus on the well-being of staff. Conduct staff wellness and climate surveys to better understand the staff's work experience.

Update: We hired Rose Street Advisors' HR consultants to conduct an anonymous cultural accelerator for our staff. They administered the survey over a couple of weeks in late September and early October. Once we review the findings, we will work to address staff concerns. We also worked with our contracted HR representative to draft surveys for future use.

We had presentations on burnout and compassion fatigue at our 2026 Staff Development Day.

Goal 2: Identify staffing needs and continue developing a plan for future budgeting.

Update: Supervisors have identified staffing needs in Youth Services and Circulation. We added those staff positions to the 2027 Budget.

Goal 3: Investigate and implement new security measures to assist with the safety of patrons and staff.

Update: A committee met a couple of times this year to discuss our needs. We will work to get quotes from vendors for installation. Depending on pricing we may need to conduct an RFP in early 2027. This project will continue into 2027.

Goal 4: Professional development in sustaining wellbeing across the library staff.

Update: I have completed several training sessions, including MLA's Think Space in December 2025 and May 2026, and attended presentations at the PLA conference in April 2026. I also read Bobbi L. Newman's *Fostering Wellness in the Workplace: A Handbook for Libraries and Well-Being in the Library Workplace: A Handbook for Managers*, edited by Bobbi L. Newman.

Memo

Update on the Library Director's 2026 Evaluation Process

To: Portage District Library Board
From: Jeanne Friedman, Library Board Chair
Date: October 26, 2026

Following a discussion at the September 28, 2026 board meeting, the evaluation form will go out to trustees after the October 2026 Board Meeting and are due to Board Chair Friedman before Thanksgiving (Thursday, Nov. 26). Library Board Secretary Quyen Edwards will have a room and computer reserved at the library if you want to set up an appointment to fill out the form and submit it virtually. Each trustee should complete the evaluation form based on their own assessment of the Library Director's accomplishments and performance in relation to her personal goals and the 2026 Ends Statements. Library Director Klien will present her Director's Goals update at the October 26, 2026 meeting.

The Board Personnel Committee (Friedman, VanderVries, Whitlock) will set their meeting after the evaluation deadline to review the responses and develop a recommendation to the Library Board for the Library Director's compensation in 2027. The Board Chair will then meet with the Library Director for her evaluation.

The Board Personnel Committee will present the 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?



Portage District
LIBRARY

STRATEGIC PLAN

2023-2026

THIRD QUARTER UPDATE 2026



Strengthening the Community

We facilitate community members learning, creating, and bridging divides.

GOAL 1: Enrich the lives of community members by providing innovative and ample outlets for expressing creativity.

Activities:

1.1.1 Invest in cutting edge technology in the Makerspace, Creation Station, and Library of Things service areas to provide learning opportunities for patrons.

UPDATE: A full Makerspace update will be provided in the December 2026 Board Packet.

1.1.2 Create opportunities for patrons' creative work to be displayed and highlighted at the library.

UPDATE: 15 children displayed their artwork or collections in the Youth Area during the 3rd quarter. One of the collectors was a child who saw our 3D printer working, and was inspired to share her 3D printed animal collection.

This year, at the request of attendees, staff added a display aspect to our no-school activities. Children contributed to an I SPY activity which will be posted at the next no-school day.

In July, Ron Dumont and friends displayed their artwork in the atrium for their animal show, while Brenda Troyer's art was featured in the café gallery.

In August and September, Cathy Colella's art was featured in the atrium and Mary Reed's mixed-media pieces were displayed in the café gallery.

Feedback from patrons:

"Looks awesome! Love it!" "Ron Dumont does a great job curating"

GOAL 2: Build and expand vibrant partner plans with organizations working towards aligned goals.

Activities:

1.2.1 Partner with community organizations to host programming.

UPDATE:

This quarter has seen more educational programming with partners from WMU and Community Homeworks, as well as Local History programming with Cass County author Rose Mary Wood.

1.2.2 Consult with existing and potential community partners about effective ways to meet community needs.

UPDATE: The International Bacclureat Program at Portage Central visited with 24 students for summer consultations on their final projects.

GOAL 3: Implement targeted community engagement campaigns and create routine feedback opportunities for patrons.

Activities:

1.3.1 Make a regular assessment of gathered data to better disburse funds, prioritize programming, and target outreach efforts.

UPDATE:

Observation and assessment of preschool room play area usage over the last 15 months prompted an update to our existing play materials. Some items (playcubes, puppet theater, doll house and doll furniture) were updated, and other areas evolved in response to a wider age range of children accessing the space. Our dramatic play area has evolved from a simple kitchen to a space that can accommodate three different imaginative environments (farmer's market, library, vet clinic).

1.3.2 **Create a robust feedback system to allow data from multiple sources to be analyzed and shared with the staff and community.**

UPDATE: No update for this quarter.

Extraordinary Experiences

We provide exceptional services that lead to delightful and meaningful interactions.

Goal 1: Position the library in unexpected ways in the community.

Activities:

- 2.1.1 For outreach to under served populations, prioritize access to regular remote circulation of materials and personal connections with Library staff.

UPDATE:

In September, Youth Outreach Librarian Andrea Smalley worked with Program Managers at the Early Childhood Center to create a system for bi-weekly remote circulation to support educators.

In July and August Youth Staff provided bi-weekly remote circulation to the YMCA summer camp.

- 2.1.2 Prioritize offsite outreach opportunities that target those who have barriers to in-building services.

UPDATE: There is no update at this time.

Goal 2: Equip staff to provide caring, responsive service to support the information and life-stage needs of community members.

Activities:

- 2.2.1 Develop and execute training to educate staff on diversity, equity, inclusion, and accessibility (DEIA) principles, ensuring their effective implementation throughout the organization.

UPDATE: There is no update at this time.

- 2.2.2 Conduct staff trainings to enhance their skills in providing empathetic support and social emotional assistance to patrons.

UPDATE: There is no update at this time.

Goal 3: Celebrate and strengthen the community's social fabric by incorporating relationship building opportunities in library programs and throughout the building.

Activities:

- 2.3.1 Host more programs that foster interaction and community.

UPDATE:

The adult department hosted several programs that created connections in the community. During the third quarter, we connected to the community through the following programs:

- Cooking Demos with Chef Gandia
- Eating the Healthy Way with Gretchen series
- Pub(lic) Library Trivia: Sci-Fi and Fantasy
- Cooking Demo with Chef Jim Mumford
- Sound Immersion
- Rainforest Radicals
- Yoga with Apral on several occasions
- Muffins and the Market
- Chronicles of Cass County with Rose Mary Wood
- Lunchtime Live concerts
- Fall Home Maintenance with Community Homeworks
- Medicare 101 presented by Priority Health
- Documentary and Donuts
- Plots and Pages
- Revolutionary War Encampments
- Purl for Portage

2.3.2 Investigate framework that helps people share differing viewpoints in a safe space.

UPDATE: 'Documentary and Doughnuts started off strong this fall, with 13 for "After Truth" in September.

Investing in the Future

We help the community evolve and grow.

Goal 1: Maintain high-quality staff by investing in hiring, orientation, and retention practices that are equitable and inclusive.

Activities:

3.1.1 Review staff wages and adjust based on the results of the compensation study.

UPDATE: There is no update at this time.

3.1.2 Create a standardized orientation and cross training.

UPDATE: Update: The Library is working with its Fractional HR contractor to develop a listing of all paperwork, benefits, and training needed for new employees. Once compiled, a calendar based off the new employee's start date will be developed and implemented.

3.1.3 Implement robust internal communication procedures.

UPDATE: The notes from the Administrative Team meetings, weekly staff meetings, and departmental meetings are shared with the entire staff through email. Departments use Teams to provide frequent internal department updates.

3.1.4 Create a performance evaluation system that encourages open communication and clear expectations.

UPDATE: There is no update at this time.

Goal 2: Provide technology access and learning opportunities for community members so they are confident navigating an evolving digital world.

Activities:

3.2.1 Offer a robust, cutting-edge catalog for patrons to access our full collections including Library of Things, e-resources, and databases.

UPDATE: There is no update at this time.

3.2.2 Create promotional campaigns to highlight the library's services.

UPDATE: Youth Staff Kristin McNeal coordinated 23 displays in the Juvenile Room between July and September. There are continuous display of "Staff Favorites" and "Windows and Mirrors". Youth Staff Annette Wendt created an additional 6 displays of "Dewey of the Week".

3.2.3 Invest in more device offerings.

UPDATE: The library provides a state-of-the-art measuring instrument that combines ease of use and performance. The Corentium Home by Airthings radon gas 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.

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!"

Goal 3: Find ways to be welcoming and inclusive through collections, programs, displays, messaging, and facilities.

Activities:

3.3.1 Create successful collection display practices.

UPDATE: The Adult DVD signage has been renovated to better guide patrons through the color-coded collection which had been a common complaint in the past.

The Adult Services CSAs and Circulation employees rotate book and information displays once a month. This quarter's displays have been:

July – International Disability Pride Month, 250 years...Toward a More Perfect Union, Film Noir, Staff Picks, Weddings and Romances, Award-Winning Manga and Graphic Novels, Spotlight on Spider-Man

August – National Crayon Month, National Code Talkers Day and the Heroes Among Us, Film Noir, Staff Picks, Romance Month, Fantasy Reads, and a special Dolly Parton display.

September – National Mushroom Month, The Common Good, National Piano Month, highlighting books with page art, Spotlight on Wolverine, and Female Protagonists

3.3.2 Improve access to and visibility of collections/services that meet local needs and interests.

Prioritize currency, responsiveness, local information, and ties to library and local events.

UPDATE: 'The Adult Language Learning overhaul, reclassification, and move to the Adult World Language section has been completed and has resulted in great visibility for the collection (Special thanks to Abby Pylar for her work in reclassification). Patron feedback has been positive as materials are easier to browse, popular books are better highlighted through face-out displays, and more languages are now represented with high-quality materials.

3.3.3 Prioritize accommodating people with disabilities when designing or selecting offerings

UPDATE: There is no update at this time.

Portage District Library
3rd Quarter Report
September 30, 2026

<u>Revenue</u>						
Percent of Year Gone -->				75%		
General Ledger Category	2nd Qtr Actual	% of Annual Budget	2026 Annual Budget	YTD Actual	YTD Actual+Enc.	YTD % Received
Total Tax Revenue	\$ 17,263	0%	\$ 6,371,934	\$ 6,372,480	\$ 6,372,480	100%
State Aid Revenue	31,016	8%	395,000	427,574	427,574	108%
Other Revenue	228,514	72%	316,605	838,248	838,248	265%
Revenue (To)/from Reserves	-	0%	1,999,760	1,999,760	1,999,760	100%
Other Financial Sources	-	0%	962,900	925,850	925,850	96%
Total Revenue	\$ 276,793		\$ 10,046,199	\$ 10,563,912	\$ 10,563,912	105%
<u>Expenses</u>						
General Ledger Category	2nd Qtr Actual	% of Annual Budget	2026 Annual Budget	YTD Actual	YTD Actual+Enc.	YTD % Spent
Total Salaries & Wages	\$561,675	23%	\$ 2,485,205	\$1,623,128	\$1,668,628	67%
Total Fringes & Benefits	195,246	21%	946,907	568,089	588,863	62%
Total Library Materials	172,294	18%	973,365	507,907	678,682	70%
Total Utilities	40,127	23%	173,300	109,595	119,595	69%
Total Buildings	64,866	15%	420,120	144,644	222,245	53%
Total Furnishings & Equipment	0	0%	36,670	0	36,420	99%
Total Supplies	43,272	15%	297,673	94,526	206,995	70%
Total Professional Services	74,297	13%	585,010	273,704	363,034	62%
Total Other Charges	53,488	10%	547,587	302,857	403,338	74%
Other Financial Uses	925,850	96%	962,900	925,850	925,850	96%
TOTAL OPER. EXPENSES	\$ 2,131,115		\$ 7,428,737	\$ 4,550,300	\$ 5,213,650	70%
TOTAL CAPITAL PROJECTS	\$ 16,778	1%	\$ 2,617,461	\$ 1,010,996	\$ 1,836,426	70%
TOTAL EXPENSES	\$ 2,147,893	21%	\$ 10,046,199	\$ 5,561,296	\$ 7,050,076	55%
EFFECT ON FUND BALANCE *	\$ (1,871,100)		\$ 0	\$ 5,002,616	\$ 3,513,836	

Cash Flow Analysis of all money including prior year(s)

12/31/2025 Audited Total cash (Fund Equity*) minus liabilities	\$ 13,746,770
+ 2026 Revenues	9,638,062
- 2026 Operating Expenses	3,624,450
- 2026 Capital Projects	1,010,996
- General Reserves	857,293
- Building Reserves	50,000
- Benefits Reserve	29,740
- Technology Reserve	111,305
- Patio Feasibility Reserve	4,700
- Personal Property Tax Reserve	805,946
- Building Improvement Reserve	731,419
- Library Endowments	109,064
- Prepaids	38,954
- Encumbrances	1,488,780
Total available cash as of 9/30/2026 (Fund Balance*)	\$ 14,522,185

* Please Note: Effect on Fund Balance represents the Effect that the current period has on the overall cash position of the Library. This does not represent any individual expense line.

* Fund Equity is defined as the excess of fund assets and resources over fund liabilities. The Fund Balance is the Fund Equity minus any reserves.

Property Taxes - Property Tax collections are \$5,460 over budget at the end of the 3rd quarter. The Library has received all of its payments with the exception of any outstanding delinquent personal property taxes. There will be small chargebacks by the county for changes to individual property tax values. These have traditionally been very small.

State Aid Revenue - The Library has received its distribution from the Local Community Stabilization Fund for personal property taxes. The distribution was \$366,373. This amount was \$6,373 more than budgeted. The Library received its two State Aid payments and those were \$26,201 higher than budgeted. These payments result in the Library meeting its state aid revenue budget for the year.

Revenue from Reserves - This category is used to track the inflow of funds from the various Reserve accounts, as well as from Unassigned Fund Balance. As part of the Library's FY2026 budget, the library will maintain 13% of its budget in its General Reserve. In doing so, the General Reserve from the prior year was increased by \$58,346 in FY2026. Funds have been added to the FY2026 budget for the following items: prior year encumbrances (\$2,056,156); restricted donations received in FY2025 (\$1,950).

Other Revenue - Other Revenue is well ahead of pace for this time of year. Interest income will be collected throughout the year as interest is earned. Revenue from interest through the 3rd quarter is \$222,901 above the annual budget. Fines and Fees are slightly ahead of pace for the year. The Library does not budget for donations, but instead chooses to request budget amendments when they are received and needed for use. The Library has received approximately \$271,935 of donations and grants during the year that it has not requested budget amendments in order to spend. Penal Fines are budgeted at \$50,000 and \$60,296 was collected.

Other Financing Sources/Uses - The Library pays its debt obligation out of its Debt Service Fund, and not the General Fund that is used for the vast majority of Library activity. Therefore, this line represents a transfer of funds from the General Fund to the Debt Service Fund to service the debt payment. Debt payments are due on May 1 and November 1. The May 1st debt payment was paid by ACH on April 25, 2026 in the amount of \$925,850.

Salaries & Wages - Salaries & Wages are below pace for this time of year. The Library budgeted to add three (3) new positions in 2026. The first is a Full-time Adult Librarian in charge of outreach. This position was filled in September. The next position is a Part-time Makerspace Asst. geared towards Youth Services. This position was filled in early September. The last position is a Part-time Human Resources Generalist. Recruiting for this position has not begun and will hopefully be filled by year-end. Otherwise, there are small savings of funds from the lag time of filling positions as they become available.

Fringes & Benefits - Fringes & Benefits are less than 75% expended as of September 30, 2026. This is due to two (2) employees opting out of the Library's insurance plan and picking up a spouse's insurance plan and a budgeted full-time position being vacant until September. Based on this scenario, there should be a surplus of funds at the end of the year.

Library Materials - This category shows that it is slightly behind pace for this time of year. This can be due to low purchasing of youth material during the months when summer reading is occurring. Purchasing will pick up as we near year-end and the majority of general ledger lines will be spent out.

Utilities - Utilities are under budget for this time of year. Gas & Electric comprises the largest expenditure line in this category and expenditures have been below budget. Through the 3rd quarter of FY2026, gas & electric expenses are approximately \$15,209 below the budgeted amount. The cause of this may be due to a mostly warmer winter weather, except for February, resulting in less usage. It is too early to determine if this category will be under budget at year-end. Global events will impact the cost of energy to the Library as the year goes on.

Building - Year-to-date actual and encumbrances are below the 75% target. There is a larger building repair project that has not occurred which is causing this area to be underspent. The Library received a distribution from the Michigan Municipal Risk Management Authority (MMRMA) for building insurance premiums totalling \$13,567. This was offset against current years invoices.

Portage District Library
3rd Quarter Report
September 30, 2026

Furnishings & Equipment - The library did not budget for new expenditures for FY2026. It has since increased that budget by \$36,536 for FY2025 encumbrances and \$250 for items approved as part of the 2025 donations for designated request. All but the \$250 donation have been purchased or encumbered. Funds in this line should be spent before the end of the year.

Supplies - The supply category is slightly below budget for this time of year. There is no one account that is contributing to this, but a small amount spread across many accounts. The majority of accounts in this category are used on an as needed basis. The library has tried to adopt a very conservative approach to it spending for lines such as supplies.

Professional Services - This category is below pace for this time of year. Lines in this category fall within the realm of projects or monthly expenses and that can skew the overall expenditure balance one way or the other. The Library has several lines that have projects for which funds have been brought forward in the form of encumbrances from FY2025. These projects include: Phase II of the salary & wage study, contracting a fractional HR consultant; various small projects for the Library's attorneys that have not been fully expended for the year. The annual financial audit and bond disclosure filing requirements have been completed. There are no concerns at this point with any lines within this category being over budget for the year.

Other Charges - This category is on pace for this time of year. Lines in this category include programming, training and maintenance and support for the various hardware and software located throughout the Library.

Capital Projects - This category is slightly behind of pace for this time of year due to encumbrances from FY2025. Projects designated under the Technology Plan typically begin in the 4th quarter.

Memo

Request for Library Board Approval for Restricted Use of Trustees Signatures for Direct Mail Initiatives

To: Portage District Library Board
From: Christy Klien, Library Director
Date: October 26, 2026

ANNUAL CAMPAIGN DIRECT MAILING

We would like to send out an Annual Campaign letter for 2026 to all residents of the Portage Library District providing an end-of-the-year update on library activities and invite financial assistance to further enhance the library's special initiatives.

REQUEST:

We request permission to use trustees' signatures on file for these annual mailings, following prior review of the document at the October 26, 2026 Library Board Meeting.