

**City of Portage  
Public Library Board  
Portage Public Library, 253 West Edgewater Street  
Sanderson Room  
Tuesday, July 8, 2025  
Minutes**

Members Present: President Karl Kindschi, Secretary Eleanor McLeish, Treasurer Brad Conrad, Dr. David Gregory, Kerry Melby, Kallie Schultz, Cherida VanderSchaff

Members Excused: Vice-President Judy Eulberg, Klay Vehring

Others Present: Debbie Bird, Library Director

**1. Call to Order**

Meeting called to order by Kindschi, 12:00 p.m.

**2. Roll Call**

**3. Introduction of Guest(s)**

None.

**4. Approval of Previous Minutes**

Motion by Gregory, second by Schultz to approve June 12, 2025 regular meeting minutes as presented. Motion passed. Motion by Gregory, second by Melby to approve June 12, 2025 closed meeting minutes as presented. Motion passed.

**5. Financial Reports**

**a. Discussion and possible action of Municipal claims (230)**

Bassett Mechanical for repairs to the damper actuator and hot water valve. Ahern and Bassett will provide quotes to replace AC unit, so it can be placed on the City's Capital Improvement Plan. Badger Glass replaced three window panes which had failed. Zimmerman Plumbing wrapped exterior pipe per Alliant's directive, in order to pass inspection and code. Baker Tilly charged the library for three audits. Motion by Schultz, second by Conrad to approve June 2025 claims of \$33,777.02 as presented. Motion passed.

**b. Discussion and possible action of Library restricted funds claims (231)**

Fruit & pastries for County Strategic Planning session and containers for summer lunch condiments purchased. Motion by Gregory, second by Conrad to approve June 2025 claims of \$36.69 as presented. Motion passed.

**c. Discussion and possible action of Memorial funds claims (232)**

Large print materials purchased. Motion by Schultz, second by Melby to approve June 2025 claims of \$371.27 as presented. Motion passed.

**d.YTD expenditures**

50% of year elapsed with 50.9% paid. Because of staff turnover, wage accounts are under 50% paid. Building/grounds account 230-00-55110-243 is significantly over expended because of the high volume of service calls for AC, etc. Most training costs were reimbursed through SCLS grants.

**e.Quarterly wrap-up**

Final Foundation payment of \$49,308.41 closed their account with the library.

**6. Director's Report**

**a.Goals 2026**

Goals include: new air conditioner to be added to the Capital Improvement Plan, Portage Library Five-Year Strategic Plan by end of 2026, Circulation Clerk wage increases and cleaning personnel revisited and readjusted. Insurance appraiser noted that the library was up to code.

**7. Staff Reports**

**a.Staff needs**

One of two Circulation Clerk vacancies is filled. Over 400 children are registered for the Summer Library Program. Boys and Girls Club members attending library programs.

**b.Business of the year award**

Portage Library was awarded the Volunteer/Business of the Year by the Portage Community School District.

**8. Unfinished Business**

**a.Discussion and possible action of Programming Policy**

Motion by Gregory, second by Schultz to accept Programming Policy as written. Motion passed.

**b.Discussion and possible action on fund balance**

\$35,333.72 of Fund Balance can be spent in 2025. This leaves the Fund Balance Policy target of 10% of the library's operating budget remaining. Outside sign holder to be purchased for approximately \$599.00. Wish list items include fixing Sanderson Room chairs, re-carpeting the lobby and painting areas in the library.

**9. New Business**

**a.Trustee Training Week, August 18-21**

Training schedule was noted.

**b.Discussion and possible action on Notary Public**

Motion by Gregory, second by Schultz to approve paying for the training of staff employee, Angie Tomlinson to become a Notary Public. Motion passed.

**c. Discussion and possible action on 2026 library budget**

Increase in staff wages is a priority. \$4,000 was removed from library 2025 budget because of City cuts. Delivery costs are estimated to decline by approximately \$200, while other SCLS fees will increase by \$2,000. Programming and collection increases were discussed. Cleaning changes would increase the expenses by approximately \$5,000.

**10. Public Comment**

None.

**11. Next Meeting Date & Time:** August 12, 2025, 12:00 p.m.

**12. Adjournment:** Kindschi adjourned the meeting, 1:28 p.m.

Submitted by: Eleanor McLeish/Director Bird

Date approved: