

**City of Portage  
Public Library Board  
Portage Public Library, 253 West Edgewater Street  
Sanderson Room  
Hybrid (Zoom and In-Person meeting)  
Tuesday, September 9, 2025  
Minutes**

Members Present: President Karl Kindschi, Vice-President Judy Eulberg, Secretary Eleanor McLeish, Treasurer Brad Conrad, Gherida Barlow, Dr. David Gregory, Kallie Schultz, Klay Vehring,

Members Excused: Kerry Melby

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 Eulberg to approve August 12, 2025 regular meeting minutes as presented. Motion passed.

**5. Financial Reports**

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

WLA membership for Ann Vickman, Zimmerman Plumbing to replace water fountain, Badger Glass for replacement of men's bathroom mirror, training and insurance costs for Angie Tomlinson to become notary public, Global Water Technology to test alkaline level in sprinkler system water, Traf-Sys annual payment for patron counter, and Lock & Safe for key for children's entrance door were discussed. Motion by Vehring, second by Schultz to approve August 2025 claims of \$43,147.85 as presented. Motion passed.

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

AWE Learning station was replaced in children's department. Motion by Vehring, second by Eulberg to approve August 2025 claims of \$3,584.83 as presented. Motion passed.

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

Large print materials. Motion by Barlow, second by Conrad to approve August 2025 claims of \$553.79 as presented. Motion passed.

**d.YTD expenditures**

67% of year elapsed with 64.2% paid. Staff vacancies helped balance the budget to date, even though staff turnovers cost the library more money in training, cost City Hall more money in payroll and paperwork and patrons and staff are impacted by the pinch.

**6. Director's Report**

**a.Patron suspension**

A patron was permanently suspended from the library on August 20, 2025.

**b.Staff hour adjustments on Saturday**

Saturday staff hours were adjusted from 8:30 a.m.-2 p.m. to 8:45 a.m.-2:15 p.m. On Saturday's the library is busier in the afternoon, than first thing in the morning. Staff needs more time at the end of the shift to accomplish closing duties.

**c.No smoking on premise**

No smoking on library premise is in effect and signs have been posted. A fence will be installed to secure the prior smoking area.

**d.New trustee contact information**

Trustee contact information distributed and corrections noted.

**7. Staff Reports**

**a.School start-up, September projects and staff training**

September is a busy month. Library and Portage School District work together well. New shelving for the Main Street Refresh Project will be arriving to better display large print materials, movies, video games, audiobooks, new materials, and thematic and seasonal books. Staff turnover remains an issue. Out of eleven circulation clerks, six are new hires within the last year.

**8. Unfinished Business**

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

Library launchpads and new shelving paid from Foundation funds. After accounting for 10% of operating budget, at least \$28,697.21 is left in fund balance.

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

Numerous service calls are being completed during 2025 budget. Many unknowns exist as to City budget planning.

- 1. Discussion and possible action on new cleaning option and/or maintenance options 2026**

Maintenance person resigned. Position will remain open at least to the end of this year. Discussion ensued as to new cleaning and maintenance options for 2026 budget. Four quotes were received and evaluated for cleaning services.

**2. 2026 director's goals revisited**

An increase in circulation clerks' pay of \$1.00/hour is a priority for 2026. New A/C unit 2027 Capital Improvement Plan.

**9. New Business**

**a. Report from Planned Giving Committee**

Quarterly report presented and discussed. Current rate of return is 7.87% YTD.

**b. Discussion and possible action on Disaster Planning Toolkit**

People look to the library for aid and support when disasters occur. Director will work on formulating a disaster planning toolkit in 2026.

**10. Public Comment**

None.

**11. Next Meeting Date & Time - October 14, 2025, 12:00 p.m.**

**12. Adjournment:** Kindschi adjourned the meeting, 1:43 p.m.

Submitted by: Eleanor McLeish/Director Bird

Date approved: