



Portage District  
**LIBRARY**

**Portage District Library Board  
Election Information Packet**

For any individual interested in running  
for the Tuesday, November 8, 2022 Election



300 LIBRARY LANE | PORTAGE, MI 49002 | (269) 329-4544 | PORTAGELIBRARY.INFO



# **2023 Openings**

**November 8, 2022, General Election**

**(3) Trustees – Portage District Library Board**

**Last Day to File:** Tuesday, August 16, 2022, by 4:00 P.M.

**Last Day to Withdrawal:** Friday, August 19, 2022, by 4:00 P.M.

**Filing Location:** Portage City Hall, 7900 South Westnedge Ave, Portage, MI 49002

**Filing Requirements:**

**1. Affidavit of Identity**

**2. Nominating Non-Partisan Petition** (no more than 100 signatures, no less than 40 signatures) –  
OR- candidates may file a nonrefundable \$100.00 filing fee in lieu petitions.

## **DISTRICT LIBRARY BOARD**

There are three (3) trustee positions on the Portage District Library Board with terms ending December 31, 2022. The election in Kalamazoo County will be on Tuesday, November 8, 2022, and will provide an opportunity for both incumbents, and other candidates who have filed nominations to be placed on the ballot for consideration. These terms on the library board are for four years commencing on January 2023. Candidates must be registered electors of the City of Portage.

### **How do I get on the ballot?**

Prospective candidates must submit nominating petitions bearing a minimum of 40 valid signatures but no more than 100 signatures of registered City of Portage voters or pay a nonrefundable filing fee of \$100.00 in lieu of the petitions.

### **What happens to petitions once they are submitted?**

The City Clerk has five business days to determine the sufficiency of the signatures. Candidates will be notified immediately if they do not have a least 40 valid signatures. As long as the filing deadline has not passed, candidates may submit more signatures to make up the deficiency.

There are many statutory reasons a signature may not be valid. It is highly recommended to exceed the 40-signature minimum; keeping in mind no more than 100 can be accepted.

### **Where can I get information?**

Election-related questions should be directed to the Office of the City Clerk at (269) 329-4511.

Individuals interested in running for the Portage District Library Board can visit [www.portagelibrary.info](http://www.portagelibrary.info) for an “Information Packet” or call the Portage District Library at (269) 329-4544.

**Campaign Finance:** For campaign finance information, contact the Kalamazoo County Clerk’s Office at [\(269\) 384-8080](tel:2693848080) or website [https://www.kalcounty.com/clerk/elections\\_voting/running\\_for\\_office.html](https://www.kalcounty.com/clerk/elections_voting/running_for_office.html).



June 2022

Dear Prospective Library Board Candidate,

On behalf of the Portage District Library Board and administration, I would like to thank you for considering placing your name on the ballot for the November 2022 election as a candidate for the Portage District Library Board. Your interest in the library and your willingness to serve on its governing board is commendable.

The Portage District Library Board's oversight is extremely important in guiding the library. Trustees have been very successful at working together using the "Carver Policy Governance" mode of operating to set goals (referred to as "Ends" for the library to accomplish), establishing policies, and overseeing the budget. The Library Board and Administration work very well together as a library "Team" to develop and implement a long-range vision for the library and keep our organization on track.

As you go through the candidate and election process, I would be pleased to answer any questions you may have about the library or provide you with any informational materials that may assist you. The information packet you have been given was put together for prospective board candidates to give you an overview of trustees responsibilities and about the current status of the Portage District Library. Candidates who are elected in November will receive additional orientation before beginning their service as a trustee. If I can be of any help to you at all, please feel free to contact me at (269) 585-8721 or [cklien@portagelibrary.info](mailto:cklien@portagelibrary.info).

Sincerely,

Christy Klien  
Library Director





300 Library Lane  
 Portage, MI 49002  
 (269) 329-4544  
 (269) 324-9222 (Fax #)  
[www.portagelibrary.info](http://www.portagelibrary.info)

## LIBRARY BOARD 2022 ROSTER

Revised: May 3, 2022

NAME	ADDRESS	CONTACTS	TERM EXPIRES
<b>Ken Baker</b> <i>Friends Liaison</i>	2187 Austin Shores Ave. Portage, MI 49002	269-998-4395 kenbaker0425@aol.com	December 31, 2024
<b>Carol Bale</b>	3112 Fleetwood Drive Portage, MI 49024	(269) 599-8522 caannba@gmail.com	December 31, 2022
<b>Michele Behr</b> <i>Chair</i>	6526 Robinswood Street Portage, MI 49024	(269) 365-0094 (Home) (269) 365-5387 (Cell) mdbehr@yahoo.com	December 31, 2024
<b>Jeanne Friedman</b> <i>Vice Chair</i>	3045 Kalarama Portage, Michigan 49024	(269) 323-8991 (Home) (269) 569-6777 (Cell ) jfriedman@portageps.org	December 31, 2022
<b>Tom Vance</b>	7673 Moors Pointe Way Portage, MI 49024	269-327-5463 (Home) prguy1955@gmail.com	December 31, 2024
<b>Donna VanderVries</b>	1225 Holiday Lane Portage, MI 49024	(616) 802-0044 (Cell #1) (231) 750-6750 (Cell #2) osulawyer@hotmail.com	December 31, 2022
<b>Linda Whitlock</b> <i>Friends Liaison</i>	9706 Oakview Drive Portage, MI 49024	(269) 327-0583 (Home) (269) 370-4374 (Cell) whitkazoo52@gmail.com	December 31, 2024
<b>Christy Klien</b> ( <i>Library Director</i> )  (269) 585-8721 (Office #) (269) 216-1953 (Cell #)  <a href="mailto:cklien@portagelibrary.info">cklien@portagelibrary.info</a>			
<b>Quyen Edwards</b> ( <i>Assistant to the Director &amp; Library Board Secretary</i> )  (269) 585-8701 (Office #) (269) 455-9004 (Cell #)  <a href="mailto:qedwards@portagelibrary.info">qedwards@portagelibrary.info</a>			

# PORTAGE DISTRICT LIBRARY

## Schedule for Library Board Meetings in Fiscal Year 2022

January - December 2022

Following is a schedule of Portage District Library Board meetings from January through December 2022. Please note that the regular day and time for all library board meetings will be the 4th Monday\* of each month at 6:00 p.m. Additional meetings may be called or changes in meeting dates may be made by the Library Board Chair if needed. The location and/or attendance instructions for library board meetings are indicated on the meeting notice which is posted three days prior to a regular meeting. Rescheduled regular meetings or special meeting notices are posted a minimum of 18 hours prior to their start.

January 24, 2022	Monday	Regular Meeting	6:00 p.m.
February 28, 2022	Monday	Regular Meeting	6:00 p.m.
March 28, 2022	Monday	Regular Meeting	6:00 p.m.
April 25, 2022	Monday	Regular Meeting	6:00 p.m.
May 23, 2022	Monday	Regular Meeting	6:00 p.m.
June 27, 2022	Monday	Regular Meeting	6:00 p.m.
July 25, 2022	Monday	Regular Meeting	6:00 p.m.
August 22, 2022	Monday	Regular Meeting & Public Budget Hearing	6:00 p.m.
September 26, 2022	Monday	Regular Meeting	6:00 p.m.
October 2022	<i>To be determined</i>	Library Board Retreat	<i>To be determined</i>
October 24, 2022	Monday	Regular Meeting	6:00 p.m.
November 2022	<i>No Library Board Meeting Planned for November</i>		
December 12, 2022	Monday	Regular Meeting	6:00 p.m.

### \* NOTES:

The December board meeting in 2022 will be held two weeks earlier due to the Christmas holiday.

This schedule for the 2022 Library Board Meetings is provided to you as an example of the time commitment that is required for a Library Trustee. All meetings are open to the public and we invite you to attend a meeting at any time to view our Library Board in action.



**PORTAGE DISTRICT LIBRARY**

**Board Member Commitment Statement**

I, \_\_\_\_\_, accept my elected position as a Portage District Library Board Member, effective \_\_\_\_\_, for a four-year term, and promise to do my best to fulfill this role. I understand that this is a public service position, responsible to the citizens who support the Portage District Library through their taxes, and that my duty is to represent these constituents and protect, preserve and promote the Portage District Library and its resources. I further acknowledge that as a Portage District Library Board Member, I am committing myself to governing the Library during my term of office in a prudent and responsible manner, and adhering to Expectations for Board Members in my contacts beyond the Library where I may be recognized or identified as a member of the Portage District Library Board. This commitment includes, but is not limited to:

- Attendance and participation in Portage District Library Board meetings.
- Review of agenda packet materials prior to each meeting, to be informed.
- Knowledge of the Portage District Library and its Mission Statement and operations.
- Awareness and support of all Portage District Library policies.
- Awareness and advancement of Portage District Library Long-Range Strategic Plans.
- Compliance with District Library Law requirements.
- Compliance with State and Federal regulations related to non-profit governing boards.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

Quyen Edwards, Library Board Secretary



PORTAGE DISTRICT LIBRARY  
Library Board By-Laws

**Article I**      **Incorporation and Name:**

The Portage District Library was formed under the Michigan District Library Establishment Act, May 22, 1989 PA 24 (MCL 397.171, et seq.) (the “Act”), through an agreement entered into on January 27, 1998, by and between the School District of the City of Portage, the County of Kalamazoo Michigan, and the City of Portage to provide library services to their combined populations. The Library of Michigan formally approved the agreement to form the Portage District Library and officially recognized the Portage District Library as a legally established district library on March 22, 1998 and approved an amendment to the agreement on June 1, 1998. The address of the main office is as follows:

**Portage District Library  
300 Library Lane  
Portage, Michigan 49002**

**Article II**      **Membership:**

In accordance with the provisions of the Portage District Library agreement, the Portage District Library shall consist of seven members who shall be elected by the electors of the District Library at the regularly scheduled school elections in the month of November in even-numbered years. Terms are for four years and commence on the January 1<sup>st</sup> following the November election. Members are elected on a rotating basis with four members elected to four year terms at one school election and three members elected to four year terms at the succeeding school election.

Before assuming the office of Library Board Member, each person elected shall take the oath of office prescribed for public officers by the Constitution and shall file the oath with the staff Board Secretary.

**The expectation is that no elected board member shall be unexcused for more than (1) meeting per fiscal year.**

The office of a Library Board member becomes vacant when the incumbent dies, resigns, is convicted of a felony, is removed from office by the governor pursuant to Section 10, Article V of the State Constitution of 1963, or ceases to be a resident of the district. In the event that a Library Board member cannot fulfill the length of his term, the Portage District Library Board shall appoint a replacement who will be a qualified elector of a participating municipality. The appointed Library Board member’s term will come up for election at the next Portage District Library Board election and shall be for the length of the remaining term.

**Article III**      **Officers**

Officers of the Portage District Library Board shall be a Chairperson, and a Vice-Chairperson, who shall be elected at the January Board Meeting, for a term of one year commencing at the first board meeting in January.

The Library Board Chairperson may appoint a board member as official Secretary when needed, such as to take minutes for a closed session. The staff Library Board Secretary shall record minutes at meetings, maintain official Library Board files and records and produce Library Board correspondence as required. The staff Library Board Secretary shall, in collaboration with the Chairperson and Library Director, prepare the agenda. The agenda-planning meeting shall be two weeks prior to the Library Board meeting. It is the responsibility of the staff Board Secretary to provide the Library Board with the agenda and supporting materials 96 hours (4 days) prior to the Library Board meeting.

In the event an office becomes vacant, the office shall be filled by a Library Board election at the next regular meeting. However, in the case of the Chairperson the current Vice-Chairperson shall fill the vacancy and a new Vice-Chairperson shall be elected.

**Article IV**     **Meetings**

The Library Board shall meet at times and dates approved by the Library Board at the December Library Board meeting. Special meetings may be called by the Chairperson, or upon written request of two members, for the transaction of business as stated in the call. Written notice stating the time and the place of any special meeting and the purpose for which it is called shall be given to each member of the Library Board 18 hours in advance, and posted for the public in accordance with the Michigan Open Meetings Act.

The meeting will commence as soon after the hour of the meeting as there shall be a quorum present. In the absence of the Chairperson, the Vice-Chairperson shall call the meeting to order. If neither the Chairperson nor the Vice-Chairperson is present, then board members may elect a temporary Chair for the limited purpose of moderating the meeting.

A quorum for the transaction of business shall consist of a simple majority. Members of the Library Board who are unable to attend a meeting will notify the staff Board Secretary (24) hours prior to the meeting. In the absence of a quorum the Library Board shall meet as a committee of the whole, however no binding decisions may be made.

Roberts Rules of Order, the latest revised edition, shall govern the parliamentary procedure of the Library Board.

Sufficient time will be provided at the beginning of the meeting for any person, not a member of the Library Board, to address the Library Board on any matter within the scope of the provision of District Library Law.

**Article V**      **Committees**

The Chairperson of the Library Board may nominate members to special committees, with Library Board approval, as the need arises.

The Personnel Committee will consist of the Chairperson of the Library Board and two members of the Library Board nominated by the Chairperson and elected by the full Library Board at the next regular board meeting. The purpose of the Personnel Committee is to conduct the annual evaluation of the Library Director.

**Article VI**      **Powers and Duties of the Library Board**

The powers and duties of the Portage District Library Board are set forth in the District Library Law, PA 24 (MCL 397.171, et seq.) (the “Act”), and include the following:

Section 1:    The Library Board may exercise any and all of the powers granted to it in the Act. The Library Board may delegate such powers to the Officers of the Library Board and/or the Library Director, as it deems necessary.

Section 2:    The fiscal year of the Portage District Library shall be the annual period commencing January 1<sup>st</sup> and ending December 31<sup>st</sup>.

Section 3:    The Library Board shall adopt and publish an annual operating budget in accordance with the Uniform Budgeting and Accounting Act, being Act No. 2 of the Public Laws of Michigan of 1968, *as amended* (“UBAA”).

Section 4:    The Library Board shall have exclusive control of the budget of the Portage District Library except as provided by delegation to the Library Director in accordance with the Uniform Budgeting and Accounting Act.

Section 5:    The Library Board shall adopt Policies, Rules and Regulations for the operations of the library, not inconsistent with law or with these by-laws.

**Article VII**      **Conflict of Interest**

Members of the Library Board shall disclose any conflict of interest in accordance with legal requirements. (Current conflict of interest statute, MCLA 15.323, states that 7 days is required.) Conflict of Interest statements will be completed and signed annually by Library Board members at January board meeting.

**Article VIII**      **Amendments**

These bylaws may be amended at any regular meeting of the Library Board with a quorum present by a majority vote of the members present providing the amendment was stated in the call for the meeting and that it is done in accordance with legal requirements.

**NOTE:**

These by-laws were adopted by the Portage District Library Board at its regular meeting on December 14, 2000, and last revised and reviewed and approved on February 28, 2022. All prior bylaws are hereby repealed.

# **Portage District Library**

## **Board Members Do's and Don'ts**

1. We cannot have a group of (3) or more get-together to discuss library business unless we post the meeting notice a week in advance.
2. We should not go as individuals to the Library Director to try and influence the Library Director or to give assignments to the Library Director.
3. We should not delegate decision-making to a sub-committee or individual. The Library Board should always act as a "Committee of the Whole." While sub-committees may be formed, decisions are always made by the whole board.
4. We should not get into the day-to-day running of the library - that is the job of the Library Director.
5. We should not give projects directly to staff but should work through the Library Director.
6. We should not do anything illegal, immoral or outside the normally accepted standards of the community we represent.
7. We should network with the community and with our patrons.
8. We should represent our constituency as a whole.
9. We should give a unified image to the community. While differences may arise during our deliberations, once the Library Board has made a decision, we must all support it.
10. We should set the vision and strategy for the library and leave the implementation to the Library Director.
11. We should treat each other and library staff with respect.
12. WE SHOULD HAVE FUN!

# Strategic Plan 2018-2022

**Our Mission:** To inspire learners, enrich lives, and empower our community.

**Our Vision:** Unlocking infinite possibilities through unlimited resources for all members of our community.

## Looking Forward

The Portage District Library launched a strategic planning process to determine how our library could continue to offer first-rate services and resources that would inspire learners, enrich lives and empower our community for years to come.

Working with a highly regarded strategic planner, we learned what library services are most needed and valued in Portage. Below are the five overarching goals and objectives that will guide PDL's work through 2022:

### Ends Statement 1:

**Optimize access to resources for information, education, and entertainment.**

We will accomplish this by providing a collection of tools to facilitate creating and learning and by reaching the community at their diverse literacy needs.

### Ends Statement 2:

**Be a safe, welcoming, inclusive destination for families and individuals.**

We will accomplish this by providing collections and content to meet the evolving needs of the community and by supporting diverse perspectives.

### Ends Statement 3:

**Be a leader in strengthening our community.**

We will accomplish this by providing a presence in the community where people are, when they need it, and how they want to use it.

### Ends Statement 4:

**Be a community center to experience and explore local arts and culture.**

We will accomplish this by being a resource of Local Information, History, and Culture.

**Operational Initiatives:** The Library will also provide continued operational support for administrative, human resource, facility, technology, acquisition, and circulation services to maintain and improve public access to library resources.

## Core Values

Accountability | Confidentiality and Privacy | Customer Service | Safety | Partnerships  
Education & Lifelong Learning | Equal Access | Excellence | Inclusivity | Innovation  
Intellectual Freedom | Play and Inspiration | Respect and Kindness

June 2022

The library's website also has a wealth of information:  
[www.portagelibrary.info](http://www.portagelibrary.info)

Information about our renovation and expansion:  
<https://www.portagelibrary.info/pdl-designed-for-the-future/>

Information about the PDL Board and Board Documents from the last two years:  
<https://www.portagelibrary.info/pdl-board/>

Library Policies:  
<https://www.portagelibrary.info/policies/>

The Michigan Library Trustee Manual

[https://www.michigan.gov/documents/libraryofmichigan/2017\\_Trustee\\_hndbk\\_12-19-17\\_ADA\\_DONE\\_610535\\_7.pdf](https://www.michigan.gov/documents/libraryofmichigan/2017_Trustee_hndbk_12-19-17_ADA_DONE_610535_7.pdf)

This information packet has been compiled by:  
Quyen Edwards  
Assistant to the Director and Library Board Secretary

Please feel free to contact me with any questions you may have.  
(269) 585-8701 or [qedwards@portage library.info](mailto:qedwards@portage library.info)