

Petoskey District Library Board of Trustees

500 E. Mitchell

231.758.3100

Thursday, May 23, 2024, 5:00 p.m.

Call to order

Agenda

Public Comment

Approval of Minutes: April 25, 2024

Approval of Bills: April 2024

Financial Statement Review

Reports:

- ◆ Friends of the Petoskey Public Library
- ◆ Director's Report
 - Construction Update
- ◆ Contracting Townships: Questions/Comments

Board Members' Comments:

Unfinished Business:

- ◆ 2024/25 Student Trustee

New Business:

1. Student Trustee Exit Interview
2. Budget Amendment
3. Strategic Planning

Public Comments:

Adjournment:

The Petoskey District Library will provide necessary, reasonable aids and services, such as signers for the hearing impaired and audiotapes of printed materials, to individuals with disabilities upon a two week notice to the Library.

Petoskey District Library

Board of Trustees Meeting Minutes April 25, 2024

Meeting called to order at 5:00 pm by President Kim Block

Present: Kim Block, Ann Ingles, Mike Atchison, Amy Janssens, Quintin Janssens, Trevor Nelson, and Val Meyerson (Library Director). (All present). Quorum requirements met.

Agenda: Approved by consensus.

Minutes from the March meeting: approved by consensus.

Approval of March bills:

- Amy asked about Janet Armstrong bills. Val explained that she is a tutor.
- Approved by consensus.

Financial Statement review:

- Ann asked Val why capital outlay is currently at 1400% of budget. Val explained that some of the construction/capital improvements were not completed until 2024. Val will have the 2024 budget amended and present that to the board for approval at the next meeting.

Friends of the Library report: Sarah Biskup presented on behalf of the Friends.

- New board member: Jessica Smith
- Joyce is stepping down as treasurer

Director's report: Val referred the board to her written report, which was provided in advance of the meeting, and highlighted the following:

- Val explained in more detail the TOPONexus scavenger hunt kits.
- Val would like 1 or 2 board members to be on the strategic planning committee (along with staff).
- Get out the Vote committee: Val would like board help
- The Public Library Cohort has put out a 10 question survey that Val would like library users to complete.
- Val has been elected to the MLA board. Her term begins in June.
- Construction update:
 - A few minor punch-list items still left to do
 - The workers found a leak in the roof
 - We are waiting for warmer weather so the masons can finish their work
 - Landscapers will be in soon to seed
- Ann asked about the addition of a third weekly Storytime. Val explained that the purpose was to reach more people, not so people can attend multiple times per week, unless they want to.
- Val explained the ROI calculator

- Val reported that she was just notified that the library received a grant to support the film series and explained the improvements the grant money will enable.
- Kim expressed her approval of the TOPONexus program and is interested in training as a facilitator.
- Amy asked about the Library Crawl and Val explained how it will work.

Comments / Questions from Township representatives:

- Resort: Holly A. was present. No questions or comments.
- Bear Creek: Garret Muir present. He asked about the board packet. Also asked if the northern counties were well-represented on the MLA board.
- Springvale and Little Traverse - no rep present

Board Comments:

- Amy expressed her approval of the school visits and eclipse glasses, and also shared an anecdote to demonstrate what a great resource the library is for connecting a family new to the area to the community.

Unfinished Business:

- Student Trustee update:
 - Kim to check PHS for applications.
 - Quintin thinks there may be 2 students interested, per Casey Riley (PHS teacher)
 - Amy asked how we can reach more students. The board brainstormed for a couple of minutes.
 - Kim was surprised there have not been more applicants.
 - The board agreed to extend the application deadline to May 15.
 - Kim will check with Nate Gross (PHS teacher)

New Business:

- **Student Trustee exit interview** - Trevor will conduct this week.
- **PHSACF fund money** - The 2023 distribution is \$3669.87.
 - Kim asked Val how she would like to use it and if there are any immediate needs not budgeted for. Val said she would like to reinvest it / keep it in the fund to further grow the principal. The board agreed to reinvest the money.
- **Revised Employee Dress Code Policy:**
 - The board discussed.
 - Ann made a motion to approve the new policy. Trevor seconded. Vote taken. Passed unanimously.
- **Discussion: adding a second public comment:**
 - The board discussed the idea of adding a public comment opportunity to the beginning of the monthly meetings (in addition to the current opportunity at the end of the meetings).
 - The board decided to add a second public comment at the beginning of the meeting.
- **Approval of proposed Springvale Twp contract** (to be voted upon by the Twp)
 - Mike moved to approve as written. Amy seconded. Vote taken. Passed unanimously.
- **Approval of proposed Resort Twp contract** (to be voted upon by the Twp)

- Ann moved to approve as written. Trevor seconded. Vote taken. Passed unanimously.
- **Approval of proposed Little Traverse Twp contract**, already approved by the Township
 - Amy moved to approve as written. Ann seconded. Vote taken. Passed unanimously.
- **Approval of proposed Bear Creek Twp contract** (to be voted upon by the Twp)
 - Trevor moved to approve as written. Mike seconded. Vote taken. Passed unanimously.
- **Proposed second floor Flip Flop remodel project:**
 - Val explained her ideas for changing how the second floor is set up and what additions and changes she would like to see to benefit library users.
 - Val will go upstairs with whoever wants to see the current layout and have the proposed changes explained with the benefit of being in the space.

Public Comments:

- Katie N. (City of Petoskey) - would prefer that there would be only 1 public comment period allowed, and that it stay at the end of the meeting.

Review and discussion of the second-floor space.

Adjournment: Meeting adjourned at 6:25 pm by Kim Block

Submitted by Mike Atchison, Secretary

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

[Report].Invoice GL Account (3 Characters) = "271","718"

| Check Number | Check Issue Date | Payee | Invoice GL Account Title | Amount |
|--------------|------------------|--------------------------------|-------------------------------|----------|
| 104264 | 04/03/2024 | Alliance Entertainment | Audio Visual - Children | 46.34 |
| 104264 | 04/03/2024 | Alliance Entertainment | Audio Visual - Adult | 324.17 |
| 104264 | 04/03/2024 | Alliance Entertainment | Audio Visual - Children | 82.16 |
| 104442 | 04/17/2024 | Amazon Capital Services | Programming - Children | 197.74 |
| 104442 | 04/17/2024 | Amazon Capital Services | Programming - Young Adult | 57.97 |
| 104442 | 04/17/2024 | Amazon Capital Services | Makerspace - Equip & Supplies | 9.99 |
| 104442 | 04/17/2024 | Amazon Capital Services | Programming - Children | 105.35 |
| 104442 | 04/17/2024 | Amazon Capital Services | Office/Library Supplies | 9.48 |
| 104442 | 04/17/2024 | Amazon Capital Services | Tech. Equipment & Software | 67.34 |
| 104442 | 04/17/2024 | Amazon Capital Services | Makerspace - Equip & Supplies | 85.96 |
| 104442 | 04/17/2024 | Amazon Capital Services | Building Supplies | 60.65 |
| 104442 | 04/17/2024 | Amazon Capital Services | Tech. Equipment & Software | 21.99- |
| 104442 | 04/17/2024 | Amazon Capital Services | Building Supplies | 74.27 |
| 104442 | 04/17/2024 | Amazon Capital Services | Tech. Equipment & Software | 60.64 |
| 104442 | 04/17/2024 | Amazon Capital Services | Programming - Children | 47.83 |
| 104442 | 04/17/2024 | Amazon Capital Services | Tech. Equipment & Software | 47.89- |
| 104442 | 04/17/2024 | Amazon Capital Services | Programming - Young Adult | 171.89 |
| 104442 | 04/17/2024 | Amazon Capital Services | Programming - Children | 59.98 |
| 104442 | 04/17/2024 | Amazon Capital Services | Office/Library Supplies | 35.96 |
| 104442 | 04/17/2024 | Amazon Capital Services | Makerspace - Equip & Supplies | 71.13 |
| 104442 | 04/17/2024 | Amazon Capital Services | Office/Library Supplies | 9.97- |
| 104442 | 04/17/2024 | Amazon Capital Services | Books - Adult | 26.12 |
| 104442 | 04/17/2024 | Amazon Capital Services | Office/Library Supplies | 29.80 |
| 104442 | 04/17/2024 | Amazon Capital Services | Audio Visual - Adult | 27.49 |
| 104364 | 04/10/2024 | Armstrong, Janet Elaine | Contracted Services | 1,080.00 |
| 104447 | 04/17/2024 | Atchison Paper & Supply | Office/Library Supplies | 127.14 |
| 104365 | 04/10/2024 | Bassett, Susan Jane | Contracted Services | 1,050.00 |
| 104451 | 04/17/2024 | Blue Care Network | Fringe Benefits | 2,543.74 |
| 104452 | 04/17/2024 | Blue Cross/Blue Shield Mich. | Fringe Benefits | 5,239.16 |
| 104279 | 04/03/2024 | Centaris | Contracted Services | 300.00 |
| 104279 | 04/03/2024 | Centaris | Contracted Services | 401.00 |
| 104367 | 04/10/2024 | Centaris | Contracted Services | 401.00 |
| 104513 | 04/24/2024 | Center Point Large Print | Books - Adult | 27.97 |
| 104368 | 04/10/2024 | Charlevoix Public Library | Miscellaneous | 13.95 |
| 104369 | 04/10/2024 | Cintas Corp #729 | Building Supplies | 27.71 |
| 104369 | 04/10/2024 | Cintas Corp #729 | Building Supplies | 39.43 |
| 104369 | 04/10/2024 | Cintas Corp #729 | Building Supplies | 23.45 |
| 104281 | 04/03/2024 | City Treas. for Utility Bills | Public Utilities | 2,568.21 |
| 104281 | 04/03/2024 | City Treas. for Utility Bills | Public Utilities | 330.85 |
| 104371 | 04/10/2024 | Collias-Glaser, Hellene Kay | Contracted Services | 630.00 |
| 104456 | 04/17/2024 | CROOKED TREE DISTRICT LIBRARY | Miscellaneous | 26.99 |
| 104515 | 04/24/2024 | CROOKED TREE DISTRICT LIBRARY | Miscellaneous | 11.85 |
| 104516 | 04/24/2024 | Delta Dental | Fringe Benefits | 297.04 |
| 104374 | 04/10/2024 | Dennis Gartland & Niergarth | Professional Services | 1,788.62 |
| 104521 | 04/24/2024 | DTE Energy | Heating Fuel | 998.79 |
| 104521 | 04/24/2024 | DTE Energy | Heating Fuel | 429.42 |
| 104375 | 04/10/2024 | Ducastel, Barbara | Contracted Services | 210.00 |
| 104378 | 04/10/2024 | Emmet Co. Dept of Public Works | Contracted Services | 865.00 |
| 104525 | 04/24/2024 | Emmet Co. Dept of Public Works | Building Supplies | 63.00 |
| 104462 | 04/17/2024 | Emmet County Treasurer | Current Property Tax | 420.25 |
| 104462 | 04/17/2024 | Emmet County Treasurer | Penalties & Interest | 30.27 |
| 104385 | 04/10/2024 | Fisher, Amy | Contracted Services | 240.00 |

| Check Number | Check Issue Date | Payee | Invoice GL Account Title | Amount |
|---------------|------------------|--|-------------------------------|-----------|
| 104388 | 04/10/2024 | Gale/Cengage Learning Inc. | Books - Adult | 96.81 |
| 104388 | 04/10/2024 | Gale/Cengage Learning Inc. | Books - Adult | 23.39 |
| 104388 | 04/10/2024 | Gale/Cengage Learning Inc. | Books - Adult | 23.39 |
| 104392 | 04/10/2024 | Hammond, Linda Lawless | Contracted Services | 360.00 |
| 104393 | 04/10/2024 | Hansen, Carol Margaret | Contracted Services | 240.00 |
| 104395 | 04/10/2024 | Himebauch, Kelly L | Contracted Services | 330.00 |
| 104471 | 04/17/2024 | Hohlbein, Mary | Training & Travel | 64.79 |
| 104474 | 04/17/2024 | Ingram Library Services | Books - Adult | 1,400.22 |
| 104474 | 04/17/2024 | Ingram Library Services | Books-Children's | 2,069.94 |
| 104474 | 04/17/2024 | Ingram Library Services | Books - Young Adult | 409.07 |
| 104532 | 04/24/2024 | Integrity Business Solutions | Office/Library Supplies | 12.28 |
| 104532 | 04/24/2024 | Integrity Business Solutions | Office/Library Supplies | 76.45 |
| 104398 | 04/10/2024 | Jakeway, Patricia | Contracted Services | 600.00 |
| 104475 | 04/17/2024 | John E. Green Co. | Building Repair & Maintenance | 891.27 |
| 104319 | 04/03/2024 | Meyer Ace Hardware | Building Supplies | 191.64 |
| 104319 | 04/03/2024 | Meyer Ace Hardware | Building Supplies | 33.06 |
| 104319 | 04/03/2024 | Meyer Ace Hardware | Building Supplies | 19.58 |
| 104319 | 04/03/2024 | Meyer Ace Hardware | Building Supplies | 73.46 |
| 104478 | 04/17/2024 | Meyer Ace Hardware | Building Supplies | 7.18 |
| 104538 | 04/24/2024 | Meyerson, Valerie | Training & Travel | 139.00 |
| 104539 | 04/24/2024 | Midwest Tape LLC | Audio Visual - Adult | 47.99 |
| 104539 | 04/24/2024 | Midwest Tape LLC | Audio Visual - Adult | 44.99 |
| 104539 | 04/24/2024 | Midwest Tape LLC | Audio Visual - Adult | 39.99 |
| 104541 | 04/24/2024 | Mitchell Graphics Inc. | Printing/Advertising/Postage | 342.70 |
| 104541 | 04/24/2024 | Mitchell Graphics Inc. | Printing/Advertising/Postage | 284.00 |
| 104481 | 04/17/2024 | Municipal Underwriters of West MI | Insurance & Bonds | 11,105.03 |
| 104410 | 04/10/2024 | Northern Gale Cleaning & Property Mgmt | Contracted Services | 1,350.00 |
| 104546 | 04/24/2024 | Northern Gale Cleaning & Property Mgmt | Contracted Services | 450.00 |
| 104549 | 04/24/2024 | OneAmerica | Fringe Benefits | 96.75 |
| 104483 | 04/17/2024 | Peninsula Fiber Network LLC | Communications | 89.10 |
| 104485 | 04/17/2024 | Petersen, Elisabeth | Programming - Adult | 275.00 |
| 104555 | 04/24/2024 | Pro Image Design | Building Supplies | 293.33 |
| 104556 | 04/24/2024 | Quadient Inc. | Office/Library Supplies | 2.40 |
| 104489 | 04/17/2024 | Smith, Christine R. | Programming - Adult | 330.00 |
| 104419 | 04/10/2024 | Solutions Electric Inc. | Building Repair & Maintenance | 191.25 |
| 104420 | 04/10/2024 | Srigley, Margaret Anne | Contracted Services | 240.00 |
| 104423 | 04/10/2024 | Sweep Shop, The | Building Supplies | 215.60 |
| 104492 | 04/17/2024 | Tahquamenon Area School Public Library | Miscellaneous | 15.95 |
| 104426 | 04/10/2024 | T-Mobile | Communications | 335.75 |
| 104352 | 04/03/2024 | Trashcans Unlimited, LLC | Office/Library Supplies | 268.87 |
| 104575 | 04/24/2024 | VSP | Fringe Benefits | 153.25 |
| 104431 | 04/10/2024 | Yallup, Tracey | Contracted Services | 210.00 |
| Grand Totals: | | | | 45,200.73 |

Summary by General Ledger Account Number

| GL Account | Debit | Credit | Proof |
|-----------------|----------|------------|------------|
| 271-000-202.000 | 79.85 | 45,280.58- | 45,200.73- |
| 271-081-403.000 | 420.25 | .00 | 420.25 |
| 271-081-445.000 | 30.27 | .00 | 30.27 |
| 271-790-724.000 | 8,329.94 | .00 | 8,329.94 |
| 271-790-751.000 | 562.38 | 9.97- | 552.41 |
| 271-790-752.000 | 1,122.36 | .00 | 1,122.36 |

| GL Account | Debit | Credit | Proof |
|-----------------|------------------|-------------------|------------|
| 271-790-760.000 | 1,597.90 | .00 | 1,597.90 |
| 271-790-760.100 | 2,069.94 | .00 | 2,069.94 |
| 271-790-760.200 | 409.07 | .00 | 409.07 |
| 271-790-761.000 | 484.63 | .00 | 484.63 |
| 271-790-761.100 | 128.50 | .00 | 128.50 |
| 271-790-801.000 | 1,788.62 | .00 | 1,788.62 |
| 271-790-802.000 | 8,957.00 | .00 | 8,957.00 |
| 271-790-850.000 | 424.85 | .00 | 424.85 |
| 271-790-905.000 | 626.70 | .00 | 626.70 |
| 271-790-912.000 | 203.79 | .00 | 203.79 |
| 271-790-920.000 | 2,899.06 | .00 | 2,899.06 |
| 271-790-924.000 | 1,428.21 | .00 | 1,428.21 |
| 271-790-930.000 | 1,082.52 | .00 | 1,082.52 |
| 271-790-937.000 | 11,105.03 | .00 | 11,105.03 |
| 271-790-955.000 | 68.74 | .00 | 68.74 |
| 271-790-958.000 | 410.90 | .00 | 410.90 |
| 271-790-958.100 | 605.00 | .00 | 605.00 |
| 271-790-958.200 | 229.86 | .00 | 229.86 |
| 271-790-964.000 | 167.08 | .00 | 167.08 |
| 271-790-986.000 | 127.98 | 69.88- | 58.10 |
| Grand Totals: | <u>45,360.43</u> | <u>45,360.43-</u> | <u>.00</u> |

Report Criteria:

Report type: GL detail
Check.Type = {<>} "Adjustment"
[Report].Invoice GL Account (3 Characters) = "271","718"

Report Criteria:

Check Detail.GL account (3 Characters) = "271,718"

Check.Created date = 04/01/2024-04/30/2024

| Check Number | Check Issue Date | Name | GL Account | Amount |
|---------------|------------------|---------------------|--------------|---------------|
| 104437 | 04/10/2024 | Troy Public Library | 271790955000 | 17.56 |
| 104497 | 04/17/2024 | Ethical Swag Inc | 271790751000 | 699.60 |
| Grand Totals: | | | | <u>717.16</u> |

CITY OF PETOSKEY
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING APRIL 30, 2024

FUND 271 - LIBRARY FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET AMOUNT | VARIANCE | % OF BUDGET |
|--|------------------|-------------------|---------------------|------------------------|----------------|
| <u>OPERATING REVENUE</u> | | | | | |
| 271-081-402.000 STATE AID | .00 | 8,760.50 | 17,500.00 | (8,739.50) | 50.06 |
| 271-081-403.000 CURRENT PROPERTY TAX | 2,122.29 | 2,122.29 | 996,200.00 | (994,077.71) | .21 |
| 271-081-405.000 PROPERTY TAX - BEAR CREEK | 9,904.92 | 227,087.18 | 221,500.00 | 5,587.18 | 102.52 |
| 271-081-407.000 PROPERTY TAX - RESORT | 6,969.73 | 178,236.03 | 175,500.00 | 2,736.03 | 101.56 |
| 271-081-409.000 PROPERTY TAX - LITTLE TRAVERSE | 6,102.79 | 147,176.20 | 146,500.00 | 676.20 | 100.46 |
| 271-081-411.000 PROPERTY TAX - SPRINGVALE | 2,907.30 | 55,932.54 | 51,000.00 | 4,932.54 | 109.67 |
| 271-081-445.000 PENALTIES & INTEREST | 969.07 | 1,339.52 | .00 | 1,339.52 | .00 |
| 271-081-566.000 GRANTS | .00 | 15,200.00 | 55,900.00 | (40,700.00) | 27.19 |
| 271-081-657.000 PENAL FINES | .00 | .00 | 50,000.00 | (50,000.00) | .00 |
| 271-081-658.000 REIMBURSEMENTS | .00 | 1,192.18 | 3,500.00 | (2,307.82) | 34.06 |
| 271-081-687.000 PAID CARDS | 720.00 | 1,060.00 | 3,500.00 | (2,440.00) | 30.29 |
| 271-081-692.000 COPIES | 117.40 | 1,157.55 | 3,300.00 | (2,142.45) | 35.08 |
| 271-081-694.000 BOOK SALE | 870.01 | 4,010.21 | 12,000.00 | (7,989.79) | 33.42 |
| 271-081-695.000 CONTRACTED WAGES | 6,253.00 | 6,253.00 | 12,000.00 | (5,747.00) | 52.11 |
| 271-081-696.000 MERCHANDISE SALES | 60.15 | 60.15 | .00 | 60.15 | .00 |
| TOTAL OPERATING REVENUE | 36,996.66 | 649,587.35 | 1,748,400.00 | (1,098,812.65) | 37.15 |
| <u>NON-OPERATING REVENUE</u> | | | | | |
| 271-082-664.000 INTEREST INCOME | 1,691.24 | 7,799.09 | 10,000.00 | (2,200.91) | 77.99 |
| 271-082-682.000 OTHER | 473.37 | 2,227.03 | 3,000.00 | (772.97) | 74.23 |
| 271-082-684.000 BUILDING RENT | 1,675.00 | 3,450.00 | 7,500.00 | (4,050.00) | 46.00 |
| 271-082-696.000 DONATIONS | 11,538.00 | 15,622.63 | 10,000.00 | 5,622.63 | 156.23 |
| TOTAL NON-OPERATING REVENUE | 15,377.61 | 29,098.75 | 30,500.00 | (1,401.25) | 95.41 |
| TOTAL FUND REVENUE | 52,374.27 | 678,686.10 | 1,778,900.00 | (1,100,213.90) | 38.15 |

CITY OF PETOSKEY
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING APRIL 30, 2024

FUND 271 - LIBRARY FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET AMOUNT | VARIANCE | % OF BUDGET | |
|----------------------|--------------------------------|-------------------|-------------------|---------------------|-------------------|--------------|
| <u>LIBRARY</u> | | | | | | |
| 271-790-702.000 | SALARIES & WAGES - FULL-TIME | 35,324.72 | 141,220.49 | 466,600.00 | 325,379.51 | 30.27 |
| 271-790-704.000 | SALARIES & WAGES - PART-TIME | 15,882.55 | 69,012.03 | 248,400.00 | 179,387.97 | 27.78 |
| 271-790-724.000 | FRINGE BENEFITS | 17,121.35 | 68,436.59 | 231,400.00 | 162,963.41 | 29.58 |
| 271-790-751.000 | OFFICE/LIBRARY SUPPLIES | 1,438.71 | 3,857.53 | 9,500.00 | 5,642.47 | 40.61 |
| 271-790-752.000 | BUILDING SUPPLIES | 561.84 | 3,874.43 | 6,500.00 | 2,625.57 | 59.61 |
| 271-790-760.000 | BOOKS - ADULT | 1,454.31 | 8,300.66 | 40,000.00 | 31,699.34 | 20.75 |
| 271-790-760.100 | BOOKS-CHILDREN'S | 2,069.94 | 4,321.64 | 24,000.00 | 19,678.36 | 18.01 |
| 271-790-760.200 | BOOKS - YOUNG ADULT | 409.07 | 1,255.53 | 5,500.00 | 4,244.47 | 22.83 |
| 271-790-760.400 | PERIODICALS | .00 | 12.00 | 8,000.00 | 7,988.00 | .15 |
| 271-790-761.000 | AUDIO VISUAL - ADULT | 160.46 | 2,536.99 | 11,000.00 | 8,463.01 | 23.06 |
| 271-790-761.100 | AUDIO VISUAL - CHILDREN | 13.98 | 435.42 | 1,500.00 | 1,064.58 | 29.03 |
| 271-790-761.200 | AUDIO VISUAL - YOUNG ADULT | .00 | 49.94 | 800.00 | 750.06 | 6.24 |
| 271-790-762.000 | ELECTRONIC MATERIALS | .00 | 26,563.11 | 36,000.00 | 9,436.89 | 73.79 |
| 271-790-762.100 | DATA BASES | .00 | 1,000.00 | 5,500.00 | 4,500.00 | 18.18 |
| 271-790-801.000 | PROFESSIONAL SERVICES | 1,788.62 | 2,156.91 | 3,000.00 | 843.09 | 71.90 |
| 271-790-802.000 | CONTRACTED SERVICES | 2,201.00 | 33,244.00 | 112,800.00 | 79,556.00 | 29.47 |
| 271-790-850.000 | COMMUNICATIONS | 89.10 | 1,970.91 | 9,000.00 | 7,029.09 | 21.90 |
| 271-790-880.000 | COMMUNITY OUTREACH | .00 | 781.70 | 3,000.00 | 2,218.30 | 26.06 |
| 271-790-885.000 | DONATION EXPENSE | .00 | .00 | 4,000.00 | 4,000.00 | .00 |
| 271-790-887.000 | BANK CHARGES | 42.80 | 139.15 | 500.00 | 360.85 | 27.83 |
| 271-790-905.000 | PRINTING/ADVERTISING/POSTAGE | 968.65 | 9,611.38 | 46,100.00 | 36,488.62 | 20.85 |
| 271-790-912.000 | TRAINING & TRAVEL | 546.49 | 3,214.65 | 9,000.00 | 5,785.35 | 35.72 |
| 271-790-915.000 | MEMBERSHIPS & DUES | .00 | 58.00 | 2,000.00 | 1,942.00 | 2.90 |
| 271-790-920.000 | PUBLIC UTILITIES | 2,899.06 | 10,558.26 | 28,000.00 | 17,441.74 | 37.71 |
| 271-790-924.000 | HEATING FUEL | 1,428.21 | 7,472.45 | 17,500.00 | 10,027.55 | 42.70 |
| 271-790-930.000 | BUILDING REPAIR & MAINTENANCE | 891.27 | 17,339.46 | 31,500.00 | 14,160.54 | 55.05 |
| 271-790-931.000 | EQUIPMENT REPAIR & MAINTENANCE | .00 | 154.66 | 15,900.00 | 15,745.34 | .97 |
| 271-790-937.000 | INSURANCE & BONDS | 11,105.03 | 11,105.03 | 8,600.00 | (2,505.03) | 129.13 |
| 271-790-955.000 | MISCELLANEOUS | 72.35 | 194.20 | 3,500.00 | 3,305.80 | 5.55 |
| 271-790-958.000 | PROGRAMMING - CHILDREN | 808.01 | 1,871.83 | 8,500.00 | 6,628.17 | 22.02 |
| 271-790-958.100 | PROGRAMMING - ADULT | 605.00 | 1,195.00 | 12,000.00 | 10,805.00 | 9.96 |
| 271-790-958.200 | PROGRAMMING - YOUNG ADULT | 268.25 | 567.05 | 2,500.00 | 1,932.95 | 22.68 |
| 271-790-964.000 | MAKERSPACE - EQUIP & SUPPLIES | 443.70 | 1,721.09 | 3,000.00 | 1,278.91 | 57.37 |
| 271-790-970.000 | CAPITAL OUTLAY | .00 | 73,967.80 | 5,000.00 | (68,967.80) | 1,479.36 |
| 271-790-985.000 | EQUIPMENT | .00 | .00 | 3,000.00 | 3,000.00 | .00 |
| 271-790-986.000 | TECH. EQUIPMENT & SOFTWARE | 58.10 | 970.60 | 17,100.00 | 16,129.40 | 5.68 |
| 271-790-995.000 | ADMINISTRATIVE FEES | 7,000.00 | 7,000.00 | 7,000.00 | .00 | 100.00 |
| TOTAL LIBRARY | | 105,652.57 | 516,170.49 | 1,447,200.00 | 931,029.51 | 35.67 |

CITY OF PETOSKEY
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING APRIL 30, 2024

FUND 271 - LIBRARY FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET AMOUNT | VARIANCE | % OF BUDGET |
|-----------------------------------|------------------|------------|------------------|--------------|----------------|
| <u>BOND DEBT REQUIREMENT</u> | | | | | |
| 271-792-991.000 PRINCIPAL PAYMENT | .00 | .00 | 260,000.00 | 260,000.00 | .00 |
| 271-792-992.000 INTEREST PAYMENT | .00 | 7,517.40 | 15,000.00 | 7,482.60 | 50.12 |
| 271-792-993.000 PAYING AGENT FEES | .00 | .00 | 300.00 | 300.00 | .00 |
| TOTAL BOND DEBT REQUIREMENT | .00 | 7,517.40 | 275,300.00 | 267,782.60 | 2.73 |
| | | | | | |
| TOTAL FUND EXPENDITURES | 105,652.57 | 523,687.89 | 1,722,500.00 | 1,198,812.11 | 30.40 |
| | | | | | |
| NET REVENUES OVER EXPENDITURES | (53,278.30) | 154,998.21 | 56,400.00 | 98,598.21 | 274.82 |

CITY OF PETOSKEY

BALANCE SHEET
APRIL 30, 2024

FUND 271 - LIBRARY FUND

ASSETS

| | | | |
|-----------------|-------------------------------|------------|-------------|
| 271-000-001.000 | CASH | 112,675.43 | |
| 271-000-001.700 | CASH - FIFTH THIRD LIBRARY | 478,995.77 | |
| 271-000-056.000 | ACCRUED INTEREST RECEIVABLE - | 1,187.97 | |
| 271-010-004.000 | WORKING FUND - LIBRARY | 175.00 | |
| 271-010-020.000 | TAXES RECEIVABLE - CURRENT | 3,756.45 | |
| 271-010-026.000 | TAXES RECEIVABLE - DELINQUENT | 6,036.84 | |
| | | <hr/> | |
| | TOTAL ASSETS | | 602,827.46 |
| | | | <hr/> <hr/> |

LIABILITIES AND EQUITY

LIABILITIES

| | | | |
|-----------------|---------------------------|----------|----------|
| 271-040-253.000 | ACCRUED INTEREST | 3,759.00 | |
| 271-040-292.001 | DEFERRED G/L ON REFUNDING | 910.00 | |
| | | <hr/> | |
| | TOTAL LIABILITIES | | 4,669.00 |

FUND EQUITY

| | | | |
|-----------------|---------------------------------|------------|-------------|
| 271-000-390.000 | FUND BALANCE | 170,160.25 | |
| 271-000-395.000 | FUND BALANCE - RESERVED | 273,000.00 | |
| | REVENUE OVER EXPENDITURES - YTD | 154,998.21 | |
| | | <hr/> | |
| | TOTAL FUND EQUITY | | 598,158.46 |
| | | | <hr/> |
| | TOTAL LIABILITIES AND EQUITY | | 602,827.46 |
| | | | <hr/> <hr/> |

Petoskey District Library

Director's Report: May 2024

Val's Update:

1. [Speak for Yourself](#) – Partnering once again with Black Leaders Detroit for an earnest conversation around equity. Hope you all can join in. The conversation will be directly after our board meeting, May 23.
2. All four townships have signed our service contract and all four contracts have been sent to the state.

Other Departmental Updates

1. Tahquamenon Library will be closed all summer. Their books will not be available for checkout. Tahquamenon patrons will have access to PAC2 library books via our holds system.
2. We will once again be participating in the July 4 parade. Steve has graciously agreed to wrangle our entry.
3. Staffing switches: Donna has moved to the circulation department in order to reduce her hours; Mary Hohlbein has moved up to adult services and will continue outreach duties from there; Tammy will be moving to the circ desk to make up the additional hours from Donna's reduction; Mary B is hiring a shelver to cover Tammy's shifts.
4. Nisa and Megan finished up their school visits for our summer reading promo.
5. Megan sent a survey to the Children's Learning Center about the book delivery program Lisa has been providing. They are very appreciative of the books and of seeing Miss Lisa!
6. Summer Reading kick off is June 7 with Classic K-9 showing off their talented dogs. There are Bingo cards in each department. Join in the fun!
7. Nature Play has met two times so far and Megan stated "it's been a delight watching kids discover and explore with vegetables and flowers. One little guy spent the entire 30 minutes staring at worms!"

Attached:

- Monthly statistics

PDL: Montly Statistics Comparisons

| <u>Wireless: Monthly users</u> | | | | | | | | | | | | | |
|--------------------------------|------|------|-------|-------|------|------|------|------|-------|------|------|------|--------------|
| | Jan. | Feb. | March | April | May | June | July | Aug. | Sept. | Oct. | Nov. | Dec. | Total |
| 2022 | 2758 | 2673 | 3028 | 3333 | 3410 | 3434 | 3495 | 3435 | 2899 | 3155 | 2978 | 2659 | 34499 |
| 2023 | 2910 | 2413 | 2772 | 2762 | 3065 | 3040 | 3266 | 2994 | 2726 | 2993 | 2632 | 2517 | 31180 |
| 2024 | 2608 | 2652 | 2697 | 2902 | | | | | | | | | |
| %Change: | -10% | 10% | -3% | 5% | -10% | -11% | -7% | -13% | -6% | -5% | -12% | -5% | -10% |
| <u>Door Counters</u> | | | | | | | | | | | | | |
| | Jan. | Feb. | March | April | May | June | July | Aug. | Sept. | Oct. | Nov. | Dec. | Total |
| 2022 | 5147 | 5574 | 6732 | 6510 | 6103 | 6934 | 8264 | 7548 | 6036 | 7110 | 6108 | 6222 | 78288 |
| 2023 | 7843 | 6780 | 7608 | 7498 | 7292 | 7788 | 8713 | 7429 | 5760 | 6688 | 6133 | 7301 | 86833 |
| 2024 | 6724 | 7346 | 7823 | 8715 | | | | | | | | | |
| %Change: | -14% | 8% | 3% | 16% | 19% | 12% | 5% | -2% | -5% | -6% | 0% | 17% | 11% |
| <u>Curbside Counts</u> | | | | | | | | | | | | | |
| | Jan. | Feb. | March | April | May | June | July | Aug. | Sept. | Oct. | Nov. | Dec. | Total |
| 2022 | 55 | 33 | 39 | 47 | 27 | 38 | 44 | 28 | 36 | 33 | 32 | 33 | 445 |
| 2023 | 17 | 15 | 26 | 25 | 27 | 25 | 26 | 20 | 23 | 9 | 21 | 14 | 248 |
| 2024 | 22 | 17 | 29 | 24 | | | | | | | | | |
| %Change: | 29% | 13% | 12% | -4% | 0% | -34% | -41% | -29% | -36% | -73% | -34% | -58% | -44% |
| <u>Locker Checkouts</u> | | | | | | | | | | | | | |
| | Jan. | Feb. | March | April | May | June | July | Aug. | Sept. | Oct. | Nov. | Dec. | Total |
| 2022 | 26 | 27 | 34 | 51 | 25 | 38 | 61 | 38 | 44 | 36 | 32 | 27 | 439 |
| 2023 | 33 | 33 | 38 | 48 | 33 | 48 | 54 | 39 | 42 | 41 | 50 | 48 | 507 |
| 2024 | 42 | 52 | 29 | 42 | | | | | | | | | |
| %Change: | 27% | 58% | -24% | -13% | 32% | 26% | -11% | 3% | -5% | 14% | 56% | 78% | 15% |

Petoskey District Library Meeting Information: May 2024

RE: New Business #2 – Budget Amendment

A few adjustments are needed to the budget:

1. Revenues – originally I budgeted the schools contribution for the tutoring program as a grant – but after discussion with the school and the city, it is more appropriate to place in the donations account.
 - a. 271 – 081 – 566: Grants reduce by **\$30,000**
 - b. 271 – 082 – 696: Donations increase **\$30,000**

This is a net zero affect on revenues.

2. Expenses – two line items need to be adjusted here
 - a. 271 – 790 – 937: Insurance & Bonds – Insurance rates are going up all over the country and we were under insured. Last year the adjuster was in and recalculated the entire city's policy and everyone saw a big increase. We have been seeing big increases for the last few years. City staff has assured me that the rates will stabilize for the next four years, when the adjuster will make his next visit. **Increase by \$3,000.**
 - b. 271 – 790 – 970: Capital Outlay – We did not finish our construction project when originally projected so had expenses fall in this fiscal year. This was approved expenses last year. **Increase by \$100,000.**

This is a total increase in overall expenditures of \$103,000.

This will be funded through our fund balance reserves. With this added expenditure, we are projected to have about \$400,000 in our fund balance at the end of 2024.

Petoskey District Library: 2024 Proposed Budget

| Account Number | Account Description | 2023 Year End | Year to Date 4/30/2024 | 2024 Approved | Budget Amendment: 5/23/24 | 2024 Amended | Comments - 2023 |
|----------------------------------|---|------------------|------------------------|------------------|---------------------------|--------------|--|
| OPERATING REVENUES | | | | | | | |
| Operating Revenues: | | | | | | | |
| 271-081-402.000 | STATE AID | 17,645 | 8,760 | 17,500 | | | per capita direct & indirect |
| 271-081-403.000 | PROPERTY TAX for Operations: City of Petoskey | 571,304 | 2,122 | 996,200 | | | From APlath, Finance Director @ the City |
| 271-081-405.000 | PROPERTY TAX - Bear Creek | 210,783 | 227,087 | 221,500 | | | Per TV from DKeiser: 568,062,125 (TR 0.39) |
| 271-081-407.000 | PROPERTY TAX - Resort Twp. | 163,932 | 178,236 | 175,500 | | | TV from HA: 461,976,762 |
| 271-081-409.000 | PROPERTY TAX - Little Traverse Twp. | 136,241 | 147,176 | 146,500 | | | Per TV from BDohm: 375,760,124 (TR 0.39) |
| 271-081-411.000 | PROPERTY TAX - Springvale Twp. | 48,696 | 55,933 | 51,000 | | | 5% estimate from Twp Assessor |
| 271-081-445.000 | Penalties and Interest | (36) | 1,340 | | | | |
| 271-081-566.000 | GRANTS | 51,812 | 15,200 | 55,900 | (30,000) | 25,900 | NLC 6500; PSP 30000; FOPL tween 5000; COA Senior 14400 |
| 271-081-657.000 | PENAL FINES | 53,343 | - | 50,000 | | | |
| 271-081-658.000 | REIMBURSEMENTS | 4,487 | 1,192 | 3,500 | | | For lost books; FOPPL Newsletter 2600 |
| 271-081-687.000 | PAID CARDS | 3,325 | 1,060 | 3,500 | | | non-residents who do not qualify for a reciprocal card. |
| 271-081-692.000 | COPIES | 4,413 | 1,158 | 3,300 | | | |
| 271-081-694.000 | BOOKSALE | 13,583 | 4,010 | 12,000 | | | |
| 271-081-695.000 | CONTRACTED WAGES | 15,550 | 6,253 | 12,000 | | | This comes from PAC2. (Mary Sue is System Administrator) |
| 271.081.696 | Merchandise Sales | - | 60 | | | | |
| Non-operational Revenues: | | | | | | | |
| 271-082-664.000 | INTEREST INCOME | 19,977 | 7,799 | 10,000 | | | Per Audrey Plath: approved 1,000 |
| 271-082-682.000 | OTHER | 6,309 | 2,227 | 3,000 | | | |
| 271-082-684.000 | BUILDING RENTAL | 11,501 | 3,450 | 7,500 | | | Meeting Room Use & MOU w/ CTAC |
| 271-082-696.000 | DONATIONS | 14,936 | 15,622 | 10,000 | 30,000 | 40,000 | |
| | unrealized gains/loss of invest. | | | | | | Year end accounting entries |
| | TOTAL REVENUES: | 1,347,801 | 678,685 | 1,778,900 | - | | |

Petoskey District Library: 2024 Proposed Budget

| Account Number | Account Description | 2023 Year End | Year to Date 4/30/2024 | 2024 Approved | Budget Amendment: 5/23/24 | 2024 Amended | Comments - 2023 |
|-------------------------------|-----------------------------|---------------|------------------------|---------------|---------------------------|--------------|--|
| OPERATING EXPENDITURES | | | | | | | |
| 271-790-702.000 | SALARIES & WAGES: Full Time | 456,128 | 141,220 | 466,600 | | | Salaries include a 1% for Director, 2% for FT and 4% for PT |
| 271-790-704.000 | SALARIES & WAGES: Part Time | 219,087 | 69,012 | 247,852 | | | Personnel is 65% of Operating Exp (Nat Avg = 69%) |
| 271-790-724.000 | FRINGE BENEFITS | 218,308 | 68,437 | 231,360 | | | Includes health/FICA/retirement: NK receiving health benefits |
| 271-790-751.000 | OFFICE/LIBRARY SUPPLIES | 8,111 | 3,857 | 9,500 | | | |
| 271-790-752.000 | BUILDING SUPPLIES | 6,617 | 3,874 | 6,500 | | | |
| 271-790-760.000 | BOOKS - ADULT | 35,270 | 8,301 | 40,000 | | | Total Material Exp. 2018: 99715 Materials Exp 2019: 102,240 |
| 271-790-760.1.000 | BOOKS - CHILDRENS | 19,242 | 4,322 | 24,000 | | | Materials Exp 2020: 114,211 Materials Exp 2021: 109,050 |
| 271-790-760.2.000 | BOOKS - YOUNG ADULT | 4,878 | 1,256 | 5,500 | | | Materials Exp 2022: 115,491 Materials Budget 2023: 121750 |
| | Total Books: | 59,390 | 13,879 | 69,500 | | | Materials Budget 2024: 132,250 |
| 271-790-760.400 | PERIODICALS | 8,222 | 12 | 8,000 | | | All print serials, magazines & newspapers |
| 271-790-761.000 | AUDIO VISUAL - ADULT | 10,826 | 2,537 | 11,000 | | | DVD, CD Audio Books, CD Music, Games |
| 271-790-761.100 | AUDIO VISUAL - CHILDRENS | 1,747 | 435 | 1,500 | | | Mostly DVD purchases & Games |
| 271-790-761.200 | AUDIO VISUAL - YOUNG ADULT | 590 | 50 | 800 | | | Includes Anime and Video Games |
| | Total AV: | 13,163 | 3,022 | 13,300 | | | |
| 271-790-762.000 | ELECTRONIC MATERIALS | 31,016 | 26,563 | 36,000 | | | OverDrive: 8500; Hoopla-17500, Kanopy: 3000; Advantage-7000 |
| 271-790-762.1 | DATABASES | 7,546 | 1,000 | 5,500 | | | Ancestry 1420, Value Line 2795; Creative Bug 1000 |
| 271-790-801.000 | PROFESSIONAL SERVICES | 2,348 | 2,157 | 3,000 | | | Accountant, Attorney |
| 271-790-802.000 | CONTRACTED SERVICES | 122,515 | 33,244 | 112,800 | | | see Tech work sheet / PLUS: NLC 8800; snowplow 2000; cleaning 35000; recycling 900; Unique 500; Fire Alarm 750; eRate 250; GRT 30000; parking lot 2500; OCLC 500; garbage 1800; Code Club 1500; St Plan 5000 |
| 271-790-850.000 | COMMUNICATIONS | 6,957 | 1,971 | 9,000 | | | POTS Lines 200 / Internet 90 / hotspots 390 |
| 271-790-880.000 | COMMUNITY OUTREACH | 3,731 | 781 | 3,000 | | | Community Events: Open House 500; Other 200;popup libraries; service clubs |
| 271-790-885.000 | Donations Expense | 4,171 | - | 4,000 | | | Give away items that we receive donated funds for: including tshirts, books, prizes |

Petoskey District Library: 2024 Proposed Budget

| Account Number | Account Description | 2023 Year End | Year to Date 4/30/2024 | 2024 Approved | Budget Amendment: 5/23/24 | 2024 Amended | Comments - 2023 |
|--------------------------|--------------------------------------|------------------|------------------------|------------------|---------------------------|--------------|--|
| 271-790-887.000 | Bank Charges | 449 | 139 | 500 | | | |
| 271-790-905.000 | PRINTING/ADVERTISING/ POSTAGE | 31,474 | 9,611 | 46,100 | | | newsletter: (edum 4 quarters) 54000; mancrmp 1400; Postage 1000 Postage Bibliobag 2000; Endicia 1900; Advertisments 2500; Misc Printing 1000; SRP Bingo cards 500; #supporttheirstories 100; Phone Guide 300; Visitor Guide 700; LTBay Living 350; Downtown Sound: 300 |
| 271-790-912.000 | TRAINING/TRAVEL | 7,628 | 3,215 | 9,000 | | | MLA Annual (2) 3000; In Service 1000; Spg Inst (2) 1200; YALSA 1200; Think Space 1500; misc 1100 |
| 271-790-915.000 | MEMBERSHIP & DUES | 2,263 | 58 | 2,000 | | | MLA Organization 1010; 2 Ind MLA 170; ALA 250; MCLS 125; TLN 65; Hist. Soc 100; Chamber 315 |
| 271-790-920.000 | PUBLIC UTILITIES | 28,915 | 10,558 | 28,000 | | | |
| 271-790-924.000 | HEATING FUEL | 12,183 | 7,472 | 17,500 | | | |
| 271-790-930.000 | BUILDING REPAIR & MAINTENANCE | 36,547 | 17,339 | 31,500 | | | see Maintenance worksheet |
| 271-790-931.000 | EQUIPMENT REPAIR & MAINTENANCE | 1,882 | 155 | 15,900 | | | see Tech work sheet |
| 271-790-937.000 | INSURANCE & BONDS | 8,576 | 11,105 | 8,600 | 3,000 | 11,600 | |
| 271-790-955.000 | MISCELLANEAOUS | 1,116 | 194 | 3,500 | | | payments to libraries for missing items; nonresident cards for Bibliobag program |
| 271-790-958.000 | PROGRAMMING - CHILDRENS | 7,105 | 1,871 | 8,500 | | | |
| 271-790-958.100 | PROGRAMMING - ADULT | 12,018 | 1,195 | 12,000 | | | |
| 271-790-958.200 | PROGRAMMING - YOUNG ADULT | 2,408 | 567 | 2,500 | | | |
| 271-790-964 | MAKERSPACE: equipment/supplies | 2,504 | 1,721 | 3,000 | | | supplies; Library of Things 1500 |
| 271-790-970.000 | CAPITAL OUTLAY | 840,012 | 73,967 | 5,000 | 100,000 | 105,000 | Tween Space |
| 271-790-985.000 | EQUIPMENT | 2698 | - | 3,000 | | | |
| 271-790-986.000 | TECH - EQUIPMENT & SOFTWARE | 13,133 | 970 | 17,100 | | | see Tech work sheet |
| 271-790-995.000 | ADMINISTRATIVE FEES | 6,000 | 7,000 | 7,000 | | | Increase from City - we haven't ever had an increase in admin fees. |
| | Total Operating Expenditures: | 2,184,221 | 516,166 | 1,446,611 | 103,000 | | |
| | | | | | | | |
| | | | | | | | |
| BOND EXPENDITURES | | | | | | | |

Petoskey District Library: 2024 Proposed Budget

| Account Number | Account Description | 2023 Year End | Year to Date 4/30/2024 | 2024 Approved | Budget Amendment: 5/23/24 | 2024 Amended | Comments - 2023 |
|-----------------|---|------------------|---------------------------|------------------|---------------------------------|--------------|-----------------|
| 271-792-991.000 | PRINCIPAL PAYMENT | 265,000 | - | 260,000 | | | |
| 271-792-992.000 | INTEREST PAYMENT | 17,299 | 7,517 | 15,000 | | | |
| 271-792-993.000 | PAYING AGENT FEES | 250 | - | 300 | | | |
| | Total Debt Expenditures: | 282,549 | | 275,300 | | | |
| | | | | | | | |
| | TOTAL EXPENDITURES: | 2,466,770 | 516,166 | 1,721,911 | | | |
| | Excess Of Revenues Over Expenditures | | | 56,989 | | | |
| | General Fund Balance | 170160 | | 227,149 | 124,149 | | 20,816 |
| | Building Reserve Fund Balance | 273,000 | | 273,000 | | | |

Petoskey District Library Strategic Planning Process Timeline

START DATE TBD

| <u>What</u> | <u>Who</u> | <u>When</u> |
|---|--|---------------|
| PHASE I: LEARN | | |
| Planning Team Kick-Off Meeting <ul style="list-style-type: none"> • 90-minutes • Finalize process plan/timeline • Discuss community survey | Planning Team | Date TBD |
| Community Survey | Planning Team | Date TBD |
| Board Kick Off Session <ul style="list-style-type: none"> • 90-minutes (in-person) • Process orientation • Environmental Scan • SOAR analysis | Val with Board | Date TBD |
| Staff Kick Off Session <ul style="list-style-type: none"> • 60-minutes (in-person) • Process orientation • Environmental Scan • SOAR analysis | Val with Staff | Date TBD |
| Board and Staff Survey? | Planning Team | Date TBD |
| Community Needs Assessment Focus Groups and Interviews <ul style="list-style-type: none"> • 3-5 focus group sessions, one-hour each, in-person and virtual? • Up to 10 interviews, 15 minute each (phone)? | Linda Adams?? and Planning Team | Date TBD |
| Learning Report | Val with editing assistance from Planning Team | Plus 3 months |
| PHASE II: DREAM | | |
| Planning Team Meeting: Learning Report and Retreat Prep <ul style="list-style-type: none"> • 60-minutes • High-level review of Learning Report • Review retreat session agendas | Planning Team with Val | Date TBD |
| | | |

Petoskey District Library Strategic Planning Process Timeline

| | | |
|--|---------------------------------------|---------------|
| Staff Retreat Session <ul style="list-style-type: none"> Up to 4-hours, in-person (or multiple, shorter sessions to maximize staff participation) Input into plan goals, activities, and evaluation metrics | Linda Adams with Staff | Date TBD |
| Board Retreat Session <ul style="list-style-type: none"> Up to 4-hours, in-person Input into vision, mission, strategic directions, and goals | Linda Adams with Board | Date TBD |
| Planning Team Meeting: Review Strategic Plan Outline <ul style="list-style-type: none"> 60-minutes | Val w/ Planning Team | Plus 1 month |
| PHASE III: DO | | |
| Develop Plan Documents | Val with Planning Team review/editing | Date TBD |
| Presentation of Draft Plan to Board | Planning Team with Board | Date TBD |
| Board Approves Plan Documents | Board | Plus 2 months |
| Implementation Meeting: Activity Plan and Evaluation Framework <ul style="list-style-type: none"> 60-minutes Review draft activity plan and evaluation framework | Val and Management Team | Plus 1 month |