

Petoskey District Library Board of Trustees
Annual Meeting Agenda
500 E. Mitchell
231.758.3100

Thursday, January 23, 2025, 5:00 p.m.

Call to order

Agenda

Approval of Minutes: November 26, 2024

Approval of Bills: November and December 2024

Treasurer's Report on Financial Statements

- ◆ Preliminary Year End Financial Review

Reports:

- ◆ Friends of the Petoskey Library
- ◆ Director's Report
 - Update on Goals
 - Year End Review

Board Members' Comments:

Unfinished Business:

New Business:

1. Board Officer Election
2. Personnel Policy – Holiday Pay
3. Discussion / Questions about Strategic Planning retreat

Public Comments:

Trustee email training

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.

Petoskey District Library

Board of Trustees Meeting Minutes November 26, 2024

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

Present: Kim Block, Ann Ingles, Mike Atchison, Amy Janssens, Brady Olson (student), and Val Meyerson (Library Director). **Absent:** Trevor Nelson. Quorum requirements met.

Agenda: Approved by consensus.

Public Comment: Mary DuCharme from Alanson would like to show someone her daughter's website.

Minutes from the October meeting: approved by consensus.

Approval of October bills:

- Amy asked about the Today's Business Solutions expense. Val explained that this is for printing services.
- Approved by consensus.

Financial Statement review: No questions.

Friends of the Library report: Sue Moffet from the FOL board presented on behalf of the Friends.

- They have been preparing for the Candy Cane Village and book giveaway at the Downtown open house
- They have picked up some new board members and have added members to the Fundraising committee.

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

- Val found out yesterday that we were awarded the grant from the PHSACF for pods upstairs.
- Val summarized the need for a new roof. The board asked a few clarifying questions..
- NCMC is moving their Tuesday/Thursday playgroup to the library.
- The board strategic planning retreat will be January 24th, 2025 from 12:30 - 4:30 pm.
- Kim asked about the proposal to issue cards to all Petoskey School students and possible additional digital checkout expense.
 - Brady suggested piloting in one school to start.
 - Amy asked about the parental oversight of the student library cards.
- Board discussed the checkout delinquency dangers of having too many cards in one family.

Comments / Questions from Township representatives:

- Joe Hoffman from Bear Creek: Suggested putting plastic over the insulation to catch the water leaking from the roof.

Board Comments:

- Amy complimented Val on her involvement in many library-related groups and expressed her appreciation for all the outreach programs.
- Kim and Ann both expressed their appreciation for the detailed reports provided by staff members who attend conferences.

Unfinished Business:

- **Part-time sick leave policy**
 - Val has conferred with the City to align our policy with theirs.
 - Val referred the board to the material provided in the board packet and pointed out the key provisions, including the newly-added 3-day bereavement leave for miscarriages.
 - Amy moved to approve the new policy. Ann seconded. Vote taken. Passed unanimously.

New Business:

- **2023 Meeting Schedule**
 - The board discussed working around spring break and agreed to set that meeting for Tuesday March 18th.
 - Mike moved to approve the meeting schedule as amended. Ann seconded. Vote taken. Passed unanimously..
- **2025 Library Closure Dates:**
 - No discussion. Ann moved to approve. Amy seconded. Vote taken. Passed unanimously.

Public Comment: None.

Presentation of Library User Survey Results: Val presented the results to the board and audience members.

Presentation of Website Accessibility Findings and Recommendations by U of M Students: The team of students made a very impressive and thorough presentation to the board. They have left Val with a detailed report and list of recommended changes. The board expressed their appreciation to the students.

Adjournment: Meeting adjourned at 6:38 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
106734	11/13/2024	5H Irrigation & Maintenance	Building Repair & Maintenance	3.00
106735	11/13/2024	Alliance Entertainment	Audio Visual - Adult	215.45
106735	11/13/2024	Alliance Entertainment	Audio Visual - Children	55.42
106735	11/13/2024	Alliance Entertainment	Audio Visual - Adult	307.49
106735	11/13/2024	Alliance Entertainment	Audio Visual - Young Adult	50.99
106735	11/13/2024	Alliance Entertainment	Audio Visual - Adult	278.21
106735	11/13/2024	Alliance Entertainment	Audio Visual - Adult	220.27
106735	11/13/2024	Alliance Entertainment	Audio Visual - Children	135.47
106735	11/13/2024	Alliance Entertainment	Audio Visual - Adult	134.49
106735	11/13/2024	Alliance Entertainment	Audio Visual - Children	67.97
106736	11/13/2024	Amazon Capital Services	Programming - Young Adult	15.97
106736	11/13/2024	Amazon Capital Services	Building Supplies	14.99
106736	11/13/2024	Amazon Capital Services	Audio Visual - Adult	23.59-
106736	11/13/2024	Amazon Capital Services	Books - Adult	92.33
106736	11/13/2024	Amazon Capital Services	Audio Visual - Adult	186.56
106736	11/13/2024	Amazon Capital Services	Building Supplies	48.99
106736	11/13/2024	Amazon Capital Services	Office/Library Supplies	6.89
106736	11/13/2024	Amazon Capital Services	Makerspace - Equip & Supplies	296.56
106736	11/13/2024	Amazon Capital Services	Books - Adult	33.70
106736	11/13/2024	Amazon Capital Services	Audio Visual - Adult	26.99
106736	11/13/2024	Amazon Capital Services	Programming - Young Adult	64.99
106736	11/13/2024	Amazon Capital Services	Audio Visual - Adult	9.99
106736	11/13/2024	Amazon Capital Services	Tech. Equipment & Software	469.69
106736	11/13/2024	Amazon Capital Services	Building Supplies	18.08
106736	11/13/2024	Amazon Capital Services	Audio Visual - Adult	8.69-
106736	11/13/2024	Amazon Capital Services	Programming - Children	42.73
106658	11/06/2024	Armstrong, Janet Elaine	Contracted Services	660.00
106854	11/20/2024	AT&T	Communications	197.11
106861	11/27/2024	AT&T	Communications	205.25
106661	11/06/2024	Atchison Paper & Supply	Office/Library Supplies	86.39
106661	11/06/2024	Atchison Paper & Supply	Building Supplies	137.35
106738	11/13/2024	Atchison Paper & Supply	Building Supplies	352.80
106738	11/13/2024	Atchison Paper & Supply	Office/Library Supplies	31.82
106793	11/20/2024	Atchison Paper & Supply	Building Supplies	69.48
106794	11/20/2024	Baker & Taylor	Books-Children's	72.96
106794	11/20/2024	Baker & Taylor	Books-Children's	19.20
106794	11/20/2024	Baker & Taylor	Books - Adult	17.35
106663	11/06/2024	Bassett, Susan Jane	Contracted Services	810.00
106798	11/20/2024	Blue Care Network	Fringe Benefits	2,543.74
106799	11/20/2024	Blue Cross/Blue Shield Mich.	Fringe Benefits	5,239.16
106745	11/13/2024	Centaris	Contracted Services	417.00
106746	11/13/2024	Center Point Large Print	Books - Adult	57.34
106746	11/13/2024	Center Point Large Print	Books - Adult	56.64
106746	11/13/2024	Center Point Large Print	Books - Adult	144.75
106747	11/13/2024	Chicago Distribution Center	Books - Adult	29.93
106747	11/13/2024	Chicago Distribution Center	Programming - Young Adult	30.84
106800	11/20/2024	Cintas Corp #729	Building Supplies	28.55
106800	11/20/2024	Cintas Corp #729	Building Supplies	71.51
106800	11/20/2024	Cintas Corp #729	Building Supplies	71.51
106855	11/20/2024	Cintas Corp #729	Building Supplies	28.55
106855	11/20/2024	Cintas Corp #729	Building Supplies	28.55
106855	11/20/2024	Cintas Corp #729	Building Supplies	28.55

Check Number	Check Issue Date	Payee	Invoice GL Account Title	Amount
106670	11/06/2024	City Treas. for Utility Bills	Public Utilities	1,868.27
106670	11/06/2024	City Treas. for Utility Bills	Public Utilities	451.75
106672	11/06/2024	Collias-Glaser, Hellene Kay	Contracted Services	570.00
106750	11/13/2024	Crooked Tree Arts Center	Printing/Advertising/Postage	300.00
106804	11/20/2024	Delta Dental	Fringe Benefits	297.04
106751	11/13/2024	Demco	Office/Library Supplies	173.56
106865	11/27/2024	DTE Energy	Heating Fuel	686.92
106865	11/27/2024	DTE Energy	Heating Fuel	160.76
106674	11/06/2024	Ducastel, Barbara	Contracted Services	60.00
106679	11/06/2024	Fisher, Amy	Contracted Services	300.00
106856	11/20/2024	Foreign Policy Association	Programming - Adult	498.40
106810	11/20/2024	Gale/Cengage Learning Inc.	Books - Adult	81.57
106810	11/20/2024	Gale/Cengage Learning Inc.	Books - Adult	26.39
106810	11/20/2024	Gale/Cengage Learning Inc.	Books - Adult	26.39
106810	11/20/2024	Gale/Cengage Learning Inc.	Books - Adult	26.39
106810	11/20/2024	Gale/Cengage Learning Inc.	Books - Adult	120.76
106810	11/20/2024	Gale/Cengage Learning Inc.	Books - Adult	32.79
106810	11/20/2024	Gale/Cengage Learning Inc.	Books - Adult	205.53
106810	11/20/2024	Gale/Cengage Learning Inc.	Books - Adult	53.58
106871	11/27/2024	GFL Environmental	Contracted Services	145.00
106684	11/06/2024	Hammond, Linda Lawless	Contracted Services	180.00
106685	11/06/2024	Hansen, Carol Margaret	Contracted Services	60.00
106759	11/13/2024	Haven, Jodi	Training & Travel	40.00
106686	11/06/2024	Himebauch, Kelly L	Contracted Services	270.00
106813	11/20/2024	HISTORICAL SOCIETY OF MICHIGAN	Memberships & Dues	100.00
106761	11/13/2024	Ingram Library Services	Books - Adult	1,972.19
106761	11/13/2024	Ingram Library Services	Books - Young Adult	134.59
106761	11/13/2024	Ingram Library Services	Books-Children's	2,297.49
106878	11/27/2024	Integrity Business Solutions	Office/Library Supplies	22.00
106688	11/06/2024	Jakeway, Patricia	Contracted Services	450.00
106694	11/06/2024	Meyer Ace Hardware	Building Supplies	27.88
106694	11/06/2024	Meyer Ace Hardware	Building Supplies	8.99
106821	11/20/2024	Meyer Ace Hardware	Building Supplies	41.36
106822	11/20/2024	Meyerson, Valerie	Miscellaneous	32.31
106822	11/20/2024	Meyerson, Valerie	Miscellaneous	8.19
106822	11/20/2024	Meyerson, Valerie	Training & Travel	89.78
106699	11/06/2024	Midwest Tape LLC	Audio Visual - Adult	179.96
106699	11/06/2024	Midwest Tape LLC	Audio Visual - Adult	49.73
106699	11/06/2024	Midwest Tape LLC	Audio Visual - Adult	59.99
106699	11/06/2024	Midwest Tape LLC	Audio Visual - Adult	9.74
106699	11/06/2024	Midwest Tape LLC	Audio Visual - Adult	90.98
106824	11/20/2024	Mitchell Graphics Inc.	Printing/Advertising/Postage	2,650.00
106884	11/27/2024	Mitchell Graphics Inc.	Printing/Advertising/Postage	298.00
106703	11/06/2024	Northern Gale Cleaning & Property Mgmt	Contracted Services	1,200.00
106703	11/15/2024	Northern Gale Cleaning & Property Mgmt	Contracted Services	1,200.00
106788	11/15/2024	Northern Gale Cleaning & Property Mgmt	Contracted Services	1,200.00
106857	11/21/2024	Northern Gale Cleaning & Property Mgmt	Contracted Services	900.00
106887	11/27/2024	OneAmerica	Fringe Benefits	86.00
106888	11/27/2024	Otis Elevator Co.	Building Repair & Maintenance	1,670.28
106888	11/27/2024	Otis Elevator Co.	Building Repair & Maintenance	1,670.28
106889	11/27/2024	Overdrive Inc.	Electronic Materials	352.18
106770	11/13/2024	Paauwe, Rebekah	Contracted Services	75.00
106891	11/27/2024	Paauwe, Rebekah	Contracted Services	75.00
106829	11/20/2024	Peninsula Fiber Network LLC	Communications	89.10
106706	11/06/2024	Petersen, Elisabeth	Programming - Adult	220.00
106894	11/27/2024	Petoskey Regional Chamber	Community Outreach	120.00
106898	11/27/2024	Quadient Inc.	Office/Library Supplies	40.00

Check Number	Check Issue Date	Payee	Invoice GL Account Title	Amount
106710	11/06/2024	Ray, Robin	Programming - Adult	84.64
106902	11/27/2024	Scollin, Kate	Training & Travel	35.00
106903	11/27/2024	Smith, Christine R.	Programming - Adult	195.00
106717	11/06/2024	Strigley, Margaret Anne	Contracted Services	120.00
106778	11/13/2024	T-Mobile	Communications	298.06
106843	11/20/2024	Traverse Area District Library	Miscellaneous	15.00
106779	11/13/2024	Trophy Case, The	Office/Library Supplies	9.00
106844	11/20/2024	Unique Management Services Inc.	Contracted Services	11.65
106780	11/13/2024	Van's Business Machines	Equipment	700.00
106846	11/20/2024	VSP	Fringe Benefits	153.25
Grand Totals:				37,459.51

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
271-000-202.000	1,242.02	38,701.53-	37,459.51-
271-790-724.000	8,319.19	.00	8,319.19
271-790-751.000	369.66	.00	369.66
271-790-752.000	977.14	.00	977.14
271-790-760.000	2,977.63	.00	2,977.63
271-790-760.100	2,389.65	.00	2,389.65
271-790-760.200	134.59	.00	134.59
271-790-761.000	1,760.11	42.02-	1,718.09
271-790-761.100	258.86	.00	258.86
271-790-761.200	50.99	.00	50.99
271-790-762.000	352.18	.00	352.18
271-790-802.000	7,503.65	1,200.00-	6,303.65
271-790-850.000	789.52	.00	789.52
271-790-880.000	120.00	.00	120.00
271-790-905.000	3,248.00	.00	3,248.00
271-790-912.000	164.78	.00	164.78
271-790-915.000	100.00	.00	100.00
271-790-920.000	2,320.02	.00	2,320.02
271-790-924.000	847.68	.00	847.68
271-790-930.000	3,343.56	.00	3,343.56
271-790-955.000	55.50	.00	55.50
271-790-958.000	42.73	.00	42.73
271-790-958.100	998.04	.00	998.04
271-790-958.200	111.80	.00	111.80
271-790-964.000	296.56	.00	296.56
271-790-985.000	700.00	.00	700.00
271-790-986.000	469.69	.00	469.69
Grand Totals:	39,943.55	39,943.55-	.00

GL Account

Debit

Credit

Proof

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 = 11/01/2024-11/30/2024

Check Number	Check Issue Date	Name	GL Account	Amount
106848	11/20/2024	Bellwether Media LLC	271790760100	56.85
106852	11/20/2024	Kay Park Recreation	271790885000	1,239.00
106913	11/27/2024	Neumann, Roberta	271790760100	30.00
Grand Totals:				<u>1,325.85</u>

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
106975	12/11/2024	A-1 Outdoor Maintenance LLC	Contracted Services	120.00
107056	12/18/2024	Alliance Entertainment	Audio Visual - Adult	9.25-
107056	12/18/2024	Alliance Entertainment	Audio Visual - Adult	10.24
107056	12/18/2024	Alliance Entertainment	Audio Visual - Children	50.99
107056	12/18/2024	Alliance Entertainment	Audio Visual - Children	151.63
107056	12/18/2024	Alliance Entertainment	Audio Visual - Adult	102.10
107056	12/18/2024	Alliance Entertainment	Audio Visual - Adult	325.41
107058	12/18/2024	Amazon Capital Services	Programming - Adult	75.95
107058	12/18/2024	Amazon Capital Services	Programming - Adult	13.74
107058	12/18/2024	Amazon Capital Services	Programming - Adult	26.84
107058	12/18/2024	Amazon Capital Services	Programming - Young Adult	38.13
107058	12/18/2024	Amazon Capital Services	Programming - Young Adult	184.60
107058	12/18/2024	Amazon Capital Services	Programming - Young Adult	45.83
107058	12/18/2024	Amazon Capital Services	Office/Library Supplies	7.82
107058	12/18/2024	Amazon Capital Services	Audio Visual - Adult	50.79
107058	12/18/2024	Amazon Capital Services	Books - Adult	28.80
107058	12/18/2024	Amazon Capital Services	Office/Library Supplies	39.95
107058	12/18/2024	Amazon Capital Services	Programming - Children	55.87
107058	12/18/2024	Amazon Capital Services	Miscellaneous	112.24
107058	12/18/2024	Amazon Capital Services	Tech. Equipment & Software	14.99
106978	12/11/2024	Armstrong, Janet Elaine	Contracted Services	870.00
107260	12/31/2024	Armstrong, Janet Elaine	Contracted Services	450.00
107131	12/26/2024	AT&T	Communications	212.80
106983	12/11/2024	Baker & Taylor	Books - Adult	17.05
106983	12/11/2024	Baker & Taylor	Books - Adult	17.28
106983	12/11/2024	Baker & Taylor	Books - Adult	36.48
106983	12/11/2024	Baker & Taylor	Books - Adult	13.19
107261	12/31/2024	Baker & Taylor	Books - Adult	17.28
107261	12/31/2024	Baker & Taylor	Books - Adult	21.08
106984	12/11/2024	Bassett, Susan Jane	Contracted Services	960.00
107262	12/31/2024	Bassett, Susan Jane	Contracted Services	690.00
107061	12/18/2024	Bemben, Robert J.	Programming - Children	242.24
106990	12/11/2024	Centaris	Contracted Services	417.00
107141	12/26/2024	Center Point Large Print	Books - Adult	26.57
107141	12/26/2024	Center Point Large Print	Books - Adult	57.34
107063	12/18/2024	Cintas Corp #729	Building Supplies	71.51
107063	12/18/2024	Cintas Corp #729	Building Supplies	71.51
107063	12/18/2024	Cintas Corp #729	Building Supplies	71.51
106926	12/04/2024	City Treas. for Utility Bills	Public Utilities	2,092.87
106926	12/04/2024	City Treas. for Utility Bills	Public Utilities	361.77
106993	12/11/2024	Collias-Glaser, Hellene Kay	Contracted Services	540.00
107266	12/31/2024	Collias-Glaser, Hellene Kay	Contracted Services	360.00
106994	12/11/2024	Costume Specialists	Community Outreach	270.00
107147	12/26/2024	DTE Energy	Heating Fuel	798.07
107147	12/26/2024	DTE Energy	Heating Fuel	541.01
106995	12/11/2024	Ducastel, Barbara	Contracted Services	180.00
107269	12/31/2024	Ducastel, Barbara	Contracted Services	120.00
107067	12/18/2024	Elevate Technology Partners LLC	Tech. Equipment & Software	50.00
106999	12/11/2024	Fisher, Amy	Contracted Services	300.00
107273	12/31/2024	Fisher, Amy	Contracted Services	210.00
107075	12/18/2024	Gale/Cengage Learning Inc.	Books - Adult	51.98
107075	12/18/2024	Gale/Cengage Learning Inc.	Books - Adult	29.59

Check Number	Check Issue Date	Payee	Invoice GL Account Title	Amount
107275	12/31/2024	Gale/Cengage Learning Inc.	Books - Adult	63.18
107275	12/31/2024	Gale/Cengage Learning Inc.	Books - Adult	29.59
107158	12/26/2024	Garage Door Services Inc.	Building Repair & Maintenance	466.60
107076	12/18/2024	GFL Environmental	Contracted Services	145.00
107002	12/11/2024	Goedge, Megan	Training & Travel	102.00
107003	12/11/2024	Hammond, Linda Lawless	Contracted Services	180.00
107281	12/31/2024	Hammond, Linda Lawless	Contracted Services	120.00
107004	12/11/2024	Hansen, Carol Margaret	Contracted Services	180.00
107282	12/31/2024	Hansen, Carol Margaret	Contracted Services	120.00
107005	12/11/2024	Himebauch, Kelly L	Contracted Services	270.00
107283	12/31/2024	Himebauch, Kelly L	Contracted Services	90.00
107010	12/11/2024	Ingram Library Services	Books - Adult	1,793.89
107010	12/11/2024	Ingram Library Services	Books-Children's	738.87
107010	12/11/2024	Ingram Library Services	Books - Young Adult	285.02
107080	12/18/2024	Integrity Business Solutions	Office/Library Supplies	51.98
107012	12/11/2024	Jakeway, Patricia	Contracted Services	450.00
107286	12/31/2024	Jakeway, Patricia	Contracted Services	300.00
106937	12/04/2024	John E. Green Co.	Building Repair & Maintenance	303.07
107287	12/31/2024	John E. Green Co.	Building Repair & Maintenance	2,308.99
107082	12/18/2024	Kessler, Nisa	Programming - Young Adult	72.68
107083	12/18/2024	Lakeshore Learning	Programming - Children	122.97
106944	12/04/2024	Meyer Ace Hardware	Building Supplies	12.59
106944	12/04/2024	Meyer Ace Hardware	Building Supplies	16.72
106944	12/04/2024	Meyer Ace Hardware	Building Supplies	7.19
107019	12/11/2024	Midwest Tape LLC	Audio Visual - Adult	34.99
107019	12/11/2024	Midwest Tape LLC	Audio Visual - Adult	85.98
107019	12/11/2024	Midwest Tape LLC	Audio Visual - Adult	44.99
107088	12/18/2024	Midwest Tape LLC	Audio Visual - Adult	36.99
107088	12/18/2024	Midwest Tape LLC	Audio Visual - Adult	34.99
107088	12/18/2024	Midwest Tape LLC	Audio Visual - Adult	74.98
107226	12/26/2024	Mitchell Graphics Inc.	Printing/Advertising/Postage	4,361.31
106951	12/04/2024	Northern Gale Cleaning & Property Mgmt	Contracted Services	1,200.00
107091	12/18/2024	Northern Gale Cleaning & Property Mgmt	Contracted Services	1,500.00
107293	12/31/2024	Northern Gale Cleaning & Property Mgmt	Contracted Services	900.00
107092	12/18/2024	Nub Games, Inc.	Contracted Services	362.00
107231	12/26/2024	OneAmerica	Fringe Benefits	86.00
107232	12/26/2024	Otis Elevator Co.	Equipment Repair & Maintenance	1,050.00
107094	12/18/2024	PAC2	Contracted Services	10,432.00
107095	12/18/2024	Peninsula Fiber Network LLC	Communications	89.10
107234	12/26/2024	Petersen, Elisabeth	Programming - Adult	200.00
107294	12/31/2024	Petersen, Elisabeth	Programming - Adult	550.00
107097	12/18/2024	Petoskey Regional Chamber	Printing/Advertising/Postage	250.00
107100	12/18/2024	Prantera, Mary Sue	Communications	300.00
107033	12/11/2024	Smith, Christine R.	Programming - Adult	400.00
107103	12/18/2024	Solomon, Steve	Communications	300.00
107038	12/11/2024	Srigley, Margaret Anne	Contracted Services	150.00
107038	12/27/2024	Srigley, Margaret Anne	Contracted Services	150.00
107254	12/27/2024	Srigley, Margaret Anne	Contracted Services	150.00
107300	12/31/2024	Srigley, Margaret Anne	Contracted Services	120.00
106965	12/04/2024	Summit Fire Protection	Contracted Services	616.00
107041	12/11/2024	T-Mobile	Communications	306.00
107114	12/18/2024	Unique Management Services Inc.	Contracted Services	46.60
107253	12/26/2024	Van's Business Machines	Equipment	188.40
Grand Totals:				43,565.47

GL Account	Debit	Credit	Proof
001-000-001.001	.00	.00	.00
271-000-202.000	159.25	43,724.72-	43,565.47-
271-790-724.000	86.00	.00	86.00
271-790-751.000	99.75	.00	99.75
271-790-752.000	251.03	.00	251.03
271-790-760.000	2,203.30	.00	2,203.30
271-790-760.100	738.87	.00	738.87
271-790-760.200	285.02	.00	285.02
271-790-761.000	801.46	9.25-	792.21
271-790-761.100	202.62	.00	202.62
271-790-802.000	22,548.60	150.00-	22,398.60
271-790-850.000	1,207.90	.00	1,207.90
271-790-880.000	270.00	.00	270.00
271-790-905.000	4,611.31	.00	4,611.31
271-790-912.000	102.00	.00	102.00
271-790-920.000	2,454.64	.00	2,454.64
271-790-924.000	1,339.08	.00	1,339.08
271-790-930.000	3,078.66	.00	3,078.66
271-790-931.000	1,050.00	.00	1,050.00
271-790-955.000	112.24	.00	112.24
271-790-958.000	421.08	.00	421.08
271-790-958.100	1,266.53	.00	1,266.53
271-790-958.200	341.24	.00	341.24
271-790-985.000	188.40	.00	188.40
271-790-986.000	64.99	.00	64.99
Grand Totals:	43,883.97	43,883.97-	.00

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 = 12/01/2024-12/31/2024

Check Number	Check Issue Date	Name	GL Account	Amount
107052	12/11/2024	Smith, Lori	271790958100	49.90
Grand Totals:				49.90

CITY OF PETOSKEY

BALANCE SHEET
DECEMBER 31, 2024

FUND 271 - LIBRARY FUND

ASSETS

271-000-001.000	CASH	243,327.48	
271-000-001.700	CASH - FIFTH THIRD LIBRARY	328,573.48	
271-010-004.000	WORKING FUND - LIBRARY	175.00	
271-010-020.000	TAXES RECEIVABLE - CURRENT	28,276.52	
271-010-026.000	TAXES RECEIVABLE - DELINQUENT	6,036.84	
		<hr/>	
	TOTAL ASSETS		606,389.32
			<hr/> <hr/>

LIABILITIES AND EQUITY

LIABILITIES

271-000-202.000	ACCOUNTS PAYABLE	115,950.75	
271-040-253.000	ACCRUED INTEREST	3,759.00	
271-040-292.001	DEFERRED G/L ON REFUNDING	1,820.00	
		<hr/>	
	TOTAL LIABILITIES		121,529.75

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	40,507.98	
		<hr/>	
	TOTAL FUND EQUITY		483,668.23
			<hr/>
	TOTAL LIABILITIES AND EQUITY		605,197.98
			<hr/> <hr/>

CITY OF PETOSKEY
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING DECEMBER 31, 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	17,757.78	17,500.00	257.78	101.47
271-081-403.000 CURRENT PROPERTY TAX	(105,103.81)	1,018,741.15	978,400.00	40,341.15	104.12
271-081-405.000 PROPERTY TAX - BEAR CREEK	.00	227,974.05	221,500.00	6,474.05	102.92
271-081-407.000 PROPERTY TAX - RESORT	.00	178,236.03	175,500.00	2,736.03	101.56
271-081-409.000 PROPERTY TAX - LITTLE TRAVERSE	.00	147,278.31	146,500.00	778.31	100.53
271-081-411.000 PROPERTY TAX - SPRINGVALE	.00	53,835.62	51,000.00	2,835.62	105.56
271-081-445.000 PENALTIES & INTEREST	.00	1,470.25	.00	1,470.25	.00
271-081-566.000 GRANTS	.00	25,784.00	25,900.00	(116.00)	99.55
271-081-657.000 PENAL FINES	.00	72,283.88	50,000.00	22,283.88	144.57
271-081-658.000 REIMBURSEMENTS	.00	3,497.11	3,500.00	(2.89)	99.92
271-081-687.000 PAID CARDS	.00	3,745.00	3,500.00	245.00	107.00
271-081-692.000 COPIES	.00	6,089.18	3,300.00	2,789.18	184.52
271-081-694.000 BOOK SALE	.00	14,458.13	12,000.00	2,458.13	120.48
271-081-695.000 CONTRACTED WAGES	.00	12,423.00	12,000.00	423.00	103.53
271-081-696.000 MERCHANDISE SALES	.00	746.15	.00	746.15	.00
TOTAL OPERATING REVENUE	(105,103.81)	1,784,319.64	1,700,600.00	83,719.64	104.92
<u>NON-OPERATING REVENUE</u>					
271-082-664.000 INTEREST INCOME	(1,187.97)	15,073.16	1,000.00	14,073.16	1,507.32
271-082-682.000 OTHER	.00	5,558.72	3,000.00	2,558.72	185.29
271-082-684.000 BUILDING RENT	.00	8,550.10	7,500.00	1,050.10	114.00
271-082-696.000 DONATIONS	.00	41,292.66	40,000.00	1,292.66	103.23
TOTAL NON-OPERATING REVENUE	(1,187.97)	70,474.64	51,500.00	18,974.64	136.84
TOTAL FUND REVENUE	(106,291.78)	1,854,794.28	1,752,100.00	102,694.28	105.86

CITY OF PETOSKEY
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING DECEMBER 31, 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	.00	469,126.55	466,600.00 (2,526.55)	100.54
271-790-704.000	SALARIES & WAGES - PART-TIME	.00	216,893.71	248,400.00 31,506.29	87.32
271-790-724.000	FRINGE BENEFITS	.00	226,380.56	225,100.00 (1,280.56)	100.57
271-790-751.000	OFFICE/LIBRARY SUPPLIES	182.86	11,451.45	9,500.00 (1,951.45)	120.54
271-790-752.000	BUILDING SUPPLIES	286.04	9,168.83	6,500.00 (2,668.83)	141.06
271-790-760.000	BOOKS - ADULT	2,277.26	35,789.67	40,000.00 4,210.33	89.47
271-790-760.100	BOOKS-CHILDREN'S	821.65	19,913.11	24,000.00 4,086.89	82.97
271-790-760.200	BOOKS - YOUNG ADULT	493.42	4,829.31	5,500.00 670.69	87.81
271-790-760.400	PERIODICALS	1,487.67	7,867.15	8,000.00 132.85	98.34
271-790-761.000	AUDIO VISUAL - ADULT	542.62	10,376.61	11,000.00 623.39	94.33
271-790-761.100	AUDIO VISUAL - CHILDREN	.00	1,006.48	1,500.00 493.52	67.10
271-790-761.200	AUDIO VISUAL - YOUNG ADULT	.00	416.81	800.00 383.19	52.10
271-790-762.000	ELECTRONIC MATERIALS	.00	34,915.29	36,000.00 1,084.71	96.99
271-790-762.100	DATA BASES	.00	5,758.35	5,500.00 (258.35)	104.70
271-790-801.000	PROFESSIONAL SERVICES	.00	2,419.25	3,000.00 580.75	80.64
271-790-802.000	CONTRACTED SERVICES	1,605.28	143,424.67	112,800.00 (30,624.67)	127.15
271-790-850.000	COMMUNICATIONS	306.00	7,915.67	9,000.00 1,084.33	87.95
271-790-880.000	COMMUNITY OUTREACH	.00	3,760.13	3,000.00 (760.13)	125.34
271-790-885.000	DONATION EXPENSE	.00	1,767.00	4,000.00 2,233.00	44.18
271-790-887.000	BANK CHARGES	.23	527.48	500.00 (27.48)	105.50
271-790-905.000	PRINTING/ADVERTISING/POSTAGE	523.95	39,096.71	46,100.00 7,003.29	84.81
271-790-912.000	TRAINING & TRAVEL	.00	11,769.46	9,000.00 (2,769.46)	130.77
271-790-915.000	MEMBERSHIPS & DUES	210.00	2,387.00	2,000.00 (387.00)	119.35
271-790-920.000	PUBLIC UTILITIES	2,328.75	34,713.19	28,000.00 (6,713.19)	123.98
271-790-924.000	HEATING FUEL	.00	10,869.42	17,500.00 6,630.58	62.11
271-790-930.000	BUILDING REPAIR & MAINTENANCE	.00	43,717.50	31,500.00 (12,217.50)	138.79
271-790-931.000	EQUIPMENT REPAIR & MAINTENANCE	.00	4,610.92	15,900.00 11,289.08	29.00
271-790-937.000	INSURANCE & BONDS	.00	11,105.03	11,600.00 494.97	95.73
271-790-955.000	MISCELLANEOUS	130.00	2,122.03	3,500.00 1,377.97	60.63
271-790-958.000	PROGRAMMING - CHILDREN	140.64	6,426.75	8,500.00 2,073.25	75.61
271-790-958.100	PROGRAMMING - ADULT	228.53	8,538.92	12,000.00 3,461.08	71.16
271-790-958.200	PROGRAMMING - YOUNG ADULT	270.07	2,988.36	2,500.00 (488.36)	119.53
271-790-964.000	MAKERSPACE - EQUIP & SUPPLIES	116.00	3,268.16	3,000.00 (268.16)	108.94
271-790-970.000	CAPITAL OUTLAY	.00	111,950.20	105,000.00 (6,950.20)	106.62
271-790-985.000	EQUIPMENT	.00	2,368.39	3,000.00 631.61	78.95
271-790-986.000	TECH. EQUIPMENT & SOFTWARE	87.31	22,361.38	17,100.00 (5,261.38)	130.77
271-790-995.000	ADMINISTRATIVE FEES	.00	7,000.00	7,000.00 .00	100.00
TOTAL LIBRARY		12,038.28	1,539,001.50	1,543,900.00 4,898.50	99.68

CITY OF PETOSKEY
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING DECEMBER 31, 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	260,000.00	260,000.00	.00	100.00
271-792-992.000 INTEREST PAYMENT	.00	15,034.80	15,000.00	(34.80)	100.23
271-792-993.000 PAYING AGENT FEES	.00	250.00	300.00	50.00	83.33
TOTAL BOND DEBT REQUIREMENT	.00	275,284.80	275,300.00	15.20	99.99
TOTAL FUND EXPENDITURES	12,038.28	1,814,286.30	1,819,200.00	4,913.70	99.73
NET REVENUES OVER EXPENDITURES	(118,330.06)	40,507.98	(67,100.00)	107,607.98	60.37

Petoskey District Library

Director's Report: January 2025

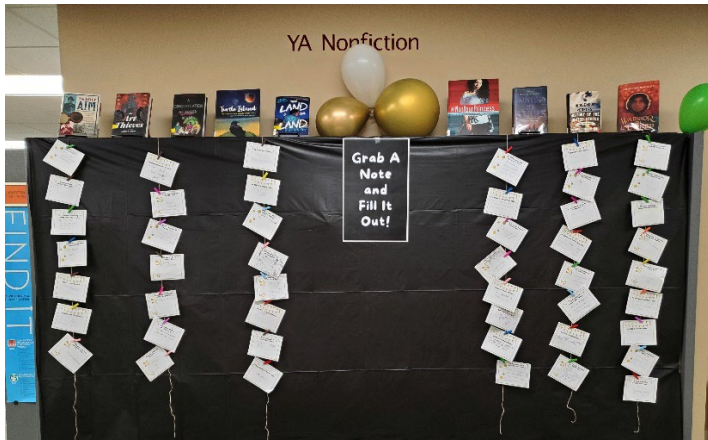
Val's Update:

1. Loads of Love – we held another successful December call for donations. This year we received a car load of household supplies to donate to the Women's Resource Center's Safe Home.



2. I attended the final Post Pandemic Public Library Cohort monthly meeting. I will attend media training the end of the month through Hennes Communications. I then have to create a 15-minute presentation for the conference in March. My topic is the Hows and Whys of Outreach. The conference will be held in Lansing in March, open to all librarians -but concentrating on directors.
3. New Years Eve was another successful event. Our door counts were at 1,000 visitors by the end of the night. This is such a wonderful community event and a nice way for us to support the greater community. While CTAC / Carnegie is a ticketed event, our building is open, free of charge, for all people to attend the festivities. We had Jeff Pagel playing music, Paddington Bear was available for meet and greet and photos, cookies and coffee, sticker palooza in the kids room, board games and chess in the lower level, and a selfie station. All in attendance had fun and appreciated being able to come in out of the cold! While the inside was hopping, people outside were listening to music, and visiting our tent to grab their s'more kit to roast over one of the fires.





4. I am part of the Sacred Ground cohort, through the Episcopal Church and Northern Michigan Interfaith Common Ground. Sacred Ground is an eleven-month cohort, learning about the history of race and culture in America through films, readings, and discussion.
5. You should have all received the two emails about the retreat on the 24th.
6. Linda provided information about the value we receive from the Northland Library Coop. She also provided a letter to the board.

Facility

1. Fire Door Update – the fire door at the bottom of the stairs is permanently disabled. We have spent countless hours and money on trouble shooting to no avail. We, along with the three different vendors, are at a loss and are unable to correct the problems in order for it to be reliable.
2. Summit Fire Protection came in and did a thorough review of our complete fire suppression system. They found many issues with our system, including many items that were not up to date on their inspections. They have been in to correct the issues, fix some broken items, and have us back up and running and on a regular schedule for inspections and upgrades.
3. Steve is working on a Request for Proposal (RFP) for a new roof. It is looking, with preliminary estimates, that it will cost under \$200,000. We are hoping to have the proposal ready for disbursement in the next few weeks, with proposals back for your approval by the March meeting.
4. Steve is scheduling us for carpet and upholstery cleaning this spring.

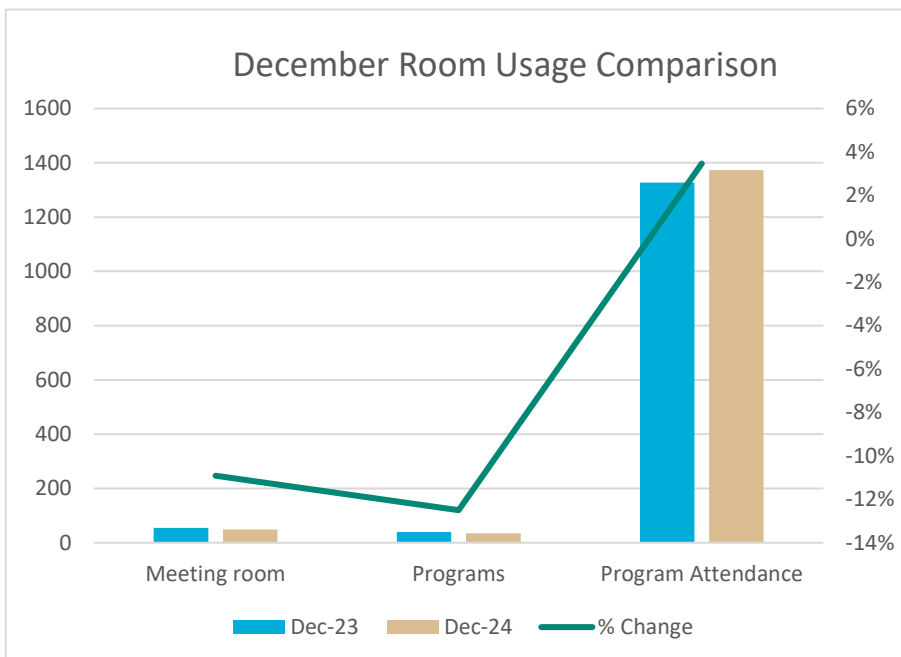
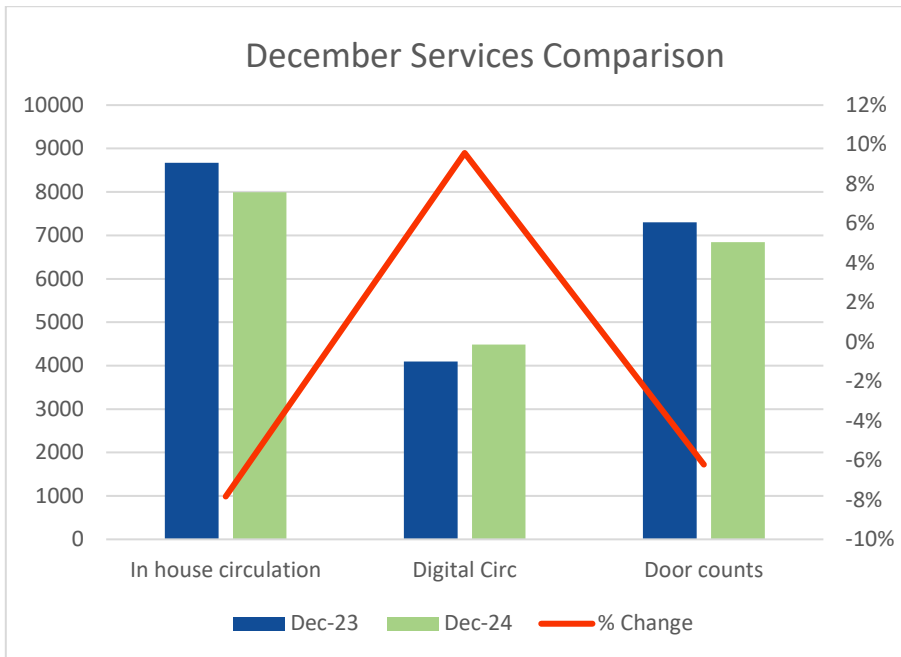
Youth Department:

1. Stories Told is coming this spring. This is a multi-organization partner program that will bring programming to our kids on the beauty of the written and spoken word.
2. We have hired two new people in the children's department. The one position was broken into two in order for us to have more flexibility in scheduling, specifically to cover weekends. We are excited to bring on Johnny Kreider and Emma Burgan. Either one or both of them will be the coordinator for the Growing Readers Together program.

Service Statistics

I'm trying something new. Instead of sharing the statistics spreadsheet each month, I'm thinking of sharing some comparisons instead. I will plan to share the full spreadsheet with the year end report.

Items to note: in house circulation is slowing while digital circulation continues to grow. The digital circulation is growing at a stronger pace than the in house is decreasing. Door counts were down this month. Every month of the year door counts were up, except for January and December. We shall see what January 2025 brings.



Meyerson Goals

2024 Goals Review

Mid Year Update

1. Prepare for millage renewal
 - Organized a committee
 - Planned a campaign
 - Implemented campaign
 - 2 of 4 millages passed
2. Strategic Planning process confirmed
 - Committee recruited and we have had our first meeting
 - Process and timeline confirmed to be completed winter 2025

Year End Update

1. Prepare for millage renewal
 - Organized a committee
 - Planned a campaign
 - Implemented campaign
 - 4 of 4 millages passed – all with over 65% supporting
2. Strategic Planning process confirmed
 - Committee recruited and we have had our first meeting
 - Process and timeline confirmed to be completed winter 2025
 - User survey and non-user survey completed
 - Focus groups completed
 - Learning report completed
 - Board and Staff retreats scheduled – facilitator confirmed and training process scheduled. Board retreat January 24 and Staff retreat Feb 7.
 - Target completion and approval of final plan at the April Board meeting.

Petoskey District Library: Annual Year End Review

Circulation – In house items circulation dropped by 2% this year, while total digital circulation saw a 14.7% increase which kept our total circulation as an increase - 2%. We are still 5% below our high circulation year in 2019. Some items to note – Kanopy, our digital movie streaming service had a slight drop after a huge jump last year, but Hoopla and Overdrive each increased by more than 16%. While curbside service and locker checkouts are decreasing, they are still a valuable service to provide our customers.

Patron Counts – the number of patrons is up by 8% this year. The use of our online application and renewal continues to be a big hit. The majority of renewals are done online, but most new cards happen in person.

Township Report – Patron count is up for all townships. All townships except Springvale showed a circulation increase as well. Petoskey of course still provides the bulk of our revenue at 54%, with Bear Creek Township second at 18%. Petoskey residents account for the largest portion of our circulation at 36%, but Bear Creek is now a pretty close second at 33% of our circulation. Bear Creek still receives the best value for our services.

ROI – Return on investments for each governing entity, based just on book usage (not including meeting rooms, programs, or general library use) at \$19.00 per book average:

- City of Petoskey: \$0.88
- Bear Creek: \$2.36
- Little Traverse: \$1.21
- Resort: \$1.45
- Springvale: \$1.99

Door Counters – were up 6% this year. The number of programs and events as well as our meeting room use are way up. Those both drive the door count numbers. The door count does not include of course the use at the Carnegie.

Carnegie Use - This year we had 383 non-library bookings at the Carnegie and the library held 67 events and/or meetings this year. See attached sheet for the complete listing of usage.

Notary Services – Notary Services are way up again, by 36% (208 documents).

Computer Use was up 8% this year and Wi-Fi logins were up 5%.

Mango Languages saw another decrease in usage this year. We heard from patrons who really love the service, so we will continue to watch this service to ascertain its usability in the future.

Carnegie Building Usage

Usage of Upper Level by Organization	Number of Bookings	Approximate Attendance
Bear River Health	1	20
Blissfest	1	40
Challenge Mountain	1	40
Community Recovery Alliance	4	60
CTAC	32	320
Emmet County Democrats Association	6	54
First Presbyterian Church	13	260
Hilary Lake Healing Arts	2	15
Investwise	2	15
Lake Street Ensemble	40	320
League of Women Voters	1	20
LTBB Youth Services	1	15
Miigwetch	13	130
My Oasis Center	13	260
North Country Community Mental Health	3	30
PHSACF	3	60
Recovery Notes	4	320
St Michaels Academy	2	20
Straits Area Amateur Radio Club	5	40
Tai Chi Group	33	330
Tip of the Mitt Watershed Council	1	30
Unitarian Universalists	7	140
Wild Ones	1	40
Writer's Group	4	40
Petoskey District Library (programs/meetings)	67	
Friends of the Petoskey Public Library	12	600
Upper Carnegie Usage (bookings):	272	
Lower Carnegie Usage (bookings):	178	
Total Building Usage: 2024	450	

PDL: Montly Statistics Comparisons

<u>Door Counters</u>														
Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total		
5147	5574	6732	6510	6103	6934	8264	7548	6036	7110	6108	6222	78288		
7843	6780	7608	7498	7292	7788	8713	7429	5760	6688	6133	7301	86833	846 NYE	
6724	7346	7823	8715	6942	8293	9925	8545	6628	7735	6830	6848	92354	1000 NYE	
-14%	8%	3%	16%	-5%	6%	14%	15%	15%	16%	11%	-6%	11%		

PDL - Monthly Digital Circulation

<u>OverDrive Circulation</u>													
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2022	2403	2234	2365	2124	2177	2016	2209	2275	2252	2387	2100	1911	26453
2023	2870	2418	2845	2569	2568	2497	2775	2881	2679	3154	3267	3196	33719
2024	3486	3330	3498	3194	3232	3072	3140	3336	3045	3239	3346	3431	39349
2025													
%Change:	21.5%	37.7%	23.0%	24.3%	25.9%	23.0%	13.2%	15.8%	13.7%	2.7%	2.4%	7.4%	16.7%
<u>Hoopla Circulation</u>													
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2022	511	496	508	516	631	487	517	590	497	523	548	478	6302
2023	493	524	556	540	599	522	532	536	494	522	566	508	6392
2024	558	575	598	595	601	618	601	629	646	660	633	670	7384
2025													
%Change:	13%	10%	8%	10%	0%	18%	13%	17%	31%	26%	12%	32%	16%
<u>Kanopy Circulation</u>													
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2022	228	153	166	250	176	193	168	262	179	278	218	293	2564
2023	340	179	244	258	265	357	359	291	362	484	368	390	3897
2024	323	309	322	290	325	285	243	252	375	340	304	385	3753
2025													
%Change:	-5%	73%	32%	12%	23%	-20%	-32%	-13%	4%	-30%	-17%	-1%	-4%
<u>RB Digital Magazines Circulation -- Overdrive Magazines</u>													
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2022	203	185	159	159	134	142	138	151	164	213	224	160	2032
2023	363	231	193	160	151	149	221	257	339	807	808	737	4416
2024	666	637	712	505	587	516	484	562	520	645	684	666	7184
2025													
%Change:	83%	176%	269%	216%	289%	246%	119%	119%	53%	-20%	-15%	-10%	63%

PDL - Monthly Digital Circulation

	<u>ValueLine</u>												
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2022	1213	988	1134	1094	982	895	920	805	799	808	789	756	11183
2023	700	685	699	681	699	672	628	583	605	580	549	550	7631
2024	274	558	598	580	560	529	540	496	520	540	513	487	6195
2025													
%Change:	-61%	-19%	-14%	-15%	-20%	-21%	-14%	-15%	-14%	-7%	-7%	-11%	-19%
	<u>Database logins: Value Line Logins</u>												
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2024	131	114	113	111	113	108	113	100	119	136	124	108	1390
2025													0
						<u>Mango Languages</u>							
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2022	111	133	136	175	132	138	144	149	116	92	132	100	1558
2023	107	123	123	70	70	47	60	88	99	113	92	73	1065
2024	110	124	117	87	46	69	58	26	33	48	72	102	892
2025													
%Change:	3%	1%	-5%	24%	-34%	47%	-3%	-70%	-67%	-58%	-22%	40%	-16%
						<u>Consumer Reports Page Views</u>							
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2022											31	1	32
2023	21	87	100	71	0	18	216	90	5	35	116	87	846
2024	98	40	103	493	94	157	251	256	93	141	105	135	1966
2025													
						<u>Consumer Reports Visits</u>							
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2023										4	3	9	16
2024	11	3	9	30	13	19	11	20	12	13	8	12	161
2025													
%Change:	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	225%	167%	33%	906%

NLC Services/Payments FY 23-24

	RIDES	eRate assistance	Rec Borrowing	OCLC /ILL	Enhancement Grant	Overdrive eMags	Consumer Reports Online	Talk, Text and learn	BookPage	Amazon Business Prime (value)	Advocacy	Consulting Services	Total Value	State Aid Payment	Net Value
Alcona County Library	6855	x	x	x	5703	459	406	48	280	20	Priceless	Priceless	13771	4914	8857
Local delivery	5500							48	280						
Beaver Island District Library/usps	1707		x	x	2694	56	110	48	280	20	Priceless	Priceless	4915	267	4648
Boyne District Library	4874	x	x	x	5703	533	406	48	280	20	Priceless	Priceless	11864	3752	8112
Charlevoix Public Library	4849	x	x	x	5703	847	406	48	280	20	Priceless	Priceless	12153	4983	7170
Cheboygan Area Public Library	4849	x		x	7084	724	795	48	280	20	Priceless	Priceless	13800	6900	6900
Crooked Tree District Library	4834		x	x	4606	151	279	48	280	20	Priceless	Priceless	10218	2116	8102
Elk Rapids District Library	2874	x	x	x	4606	452	279	48	280	20	Priceless	Priceless	8559	2797	5762
Fife Lake Public Library	2998		x	x	2627	274	120	48	280	20	Priceless	Priceless	6367	778	5589
Indian River Area Library	2874	x	x	x	3564	265	120	48	280	20	Priceless	Priceless	7171	2351	4820
Interlochen Public Library	2998			x	4606	TADL	279	48	280	20	Priceless	Priceless	8231	3420	4811
Jordan Valley District Library	4699	x		x	4606	311	279	48	280	20	Priceless	Priceless	10243	3479	6764
Kalkaska County Library	2973		x	x	7084	942	795	48	280	20	Priceless	Priceless	12142	9153	2989
Mackinaw Area Public Library	6794	x	x	x	4340	203	279	48	280	20	Priceless	Priceless	11964	3712	8252
Montmorency Co.Public Libraries	8721		x	x	5703	443	406	48	280	20	Priceless	Priceless	15621	4670	10951
Oscoda County Library	7672		x	x	5694	398	406	48	280	20	Priceless	Priceless	14518	4193	10325
Otsego County Library	10596	x	x	1466	7084	1605	795	48	280	20	Priceless	Priceless	21894	12803	9091
Peninsula Community Library	2998			x	4606	TADL	279	48	280	20	Priceless	Priceless	8231	3095	5136
Petoskey District Library	5050		x	1200	7084	1417	795	48	280	20	Priceless	Priceless	15894	8878	7016
Presque Isle District Library	3048	x	x	x	7084	783	795	48	280	20	Priceless	Priceless	12058	7312	4746
Suttons Bay-Bingham District Library	2874		x	x	4606	516	279	48	280	20	Priceless	Priceless	8623	2785	5838
Tahquamenon Area Library	4799		x	x	4606	228	279	48	280	20	Priceless	Priceless	10260	3310	6950
Topinabee Public Library	NA			x	2593	110	110	48	280	20	Priceless	Priceless	3161	934	2227
Traverse Area District Library	11795		x	3150	9562	17500	4563	48	1600	20	Priceless	Priceless	48238	54460	-6222
Wolverine Community Library	1960	x	x	x	2694	NA	110	48	280	20	Priceless	Priceless	5112	1466	3646
Totals:	119191			5816	124242	28217	13370	1200	8320	480			295008	152528	142480

Note: Used population by class size to determine share of CR Online

Note: Used # of copies received for Bookpage

Other services: eRate Category 2 equipment



“The Impact Year” Challenge For Library Board Trustees

December 2024

Warm Greetings to all Public Library Board Trustees of the Northland Library Cooperative,

First and foremost, we would like to thank you for your service to your libraries. You are championing your library to your communities and helping keep the big picture for your organization in mind. Thank you for the time and effort you have devoted to your role. Trustees are a key part of our library administration as a whole through advocacy, policy-making, setting budgets/levying millages, and installing quality directors to oversee the library and report back to the board. Also, as a shout-out to the Library Directors of NLC, I think we have one of the BEST groups of Library Directors we have ever had, and I have been part of this cooperative for over two decades now. My fellow library directors truly care about our libraries and it shows. NLC also wants to thank your awesome Library Directors for the important (and often difficult) work they do every day building and maintaining our excellent libraries.

I designed this “Impact Year” Challenge for 2025 as a way to encourage trustees with some ideas for engagement and involvement within our library boards and libraries. These are merely suggestions, your board may take and edit it as you wish, do a portion, or just set it aside. You could challenge each trustee to complete a portion or all of the challenges, or split them up amongst your group. This challenge is intended to be self-paced and you can do them as you wish over any length of time. If you decide to take on the Impact Year Challenge, your library director has certificates available for trustees who complete the challenge. You can take a photo with your completed certificates and share it on your library’s social media if you like, and tag NLC! If you wish, send us a photo of your group when you complete the challenge so we can share it on NLC’s social media and give you extra kudos! I would love to hear if you participate in the Impact Year Challenge how you thought it went for your board. If you like, you can send feedback to me at: ladams@northland.lib.mi.us.

Wishing you a lovely holiday season,

Linda Adams

Northland Library Cooperative Director



The Impact Year” Challenge

For Library Board Trustees

Self-paced and Optional

When you complete, turn in to your Library Director for a Certificate!

Here are some simple ways to make a big impact. Try doing all of these challenges in the year ahead, and see if you feel more connected to the library as a board member. There are twelve challenges for twelve months, but you can work through them at any pace you like. You are appreciated for your service and work as a board member! Thank you for supporting your community in this role!

- Get a library card at your library if you don't already have one.
- Check out one item (or more) from your library.
- Send one email or text to a state or local legislator advocating for your library or Michigan libraries as a whole. You can learn about how to be a good advocate here: <https://www.milibraries.org/how-to-be-a-good-advocate>
- Donate one book or other material to your library's used bookstore, or to your library.
- Attend one library program or event as an attendee *OR* Volunteer at one library program or event as a helper/volunteer.
- At one board meeting, voice a positive comment about something that is related to your library.
- Read one chapter of the Library of Michigan Trustee Manual, or better yet, read the whole thing! Another Idea: Work through the manual a chapter at a time with your board by reading them before board meetings and going through the discussion questions at the end of each chapter during a board development portion of your meeting. You can find the manual here:
<https://www.michigan.gov/libraryofmichigan/libraries/admin/librarylaw/manuals/michigan-public-library-trustee-manual>
- Send one email or text thanking your Library Director for something specific they have done.
- Do you put the library's organizational needs before your own private interests? Do you already realize that your "agenda" as a board member is the "library's agenda" and avoid bringing outside agendas to the table? Give yourself a pat on the back for being an excellent and supportive board member! Think about one way you have helped the library achieve some of its organizational goals.
- Send one email or text to a friend telling them about an interesting or unique thing happening at/going on in your library, or promote a program/event to them.
- Join MI RIGHT TO READ, if you haven't already, a coalition which opposes any attempts to ban books from Michigan libraries based on content subjectively deemed inappropriate. Its purpose is to educate the public and propose/support legislation that protects First Amendment rights and intellectual freedom. You can join here and be updated via email to stay in the loop regarding what is happening in Michigan:
<https://www.mirighttoread.com/>
- Think of 5 things that you are grateful for related to your library. What do you enjoy about serving on your library board?
- Optional Bonus Challenge: Create and complete your own trustee challenge!

CURRENT LIBRARY BOARD OFFICERS

Voted in January 2023

Bylaws Section 3. Officers are elected at the annual meeting for a term of two years. No Board member shall be elected to the same office for more than two consecutive terms. Vacancies shall be filled at the next regular meeting after the vacancy occurs.

No current officers have served two consecutive terms.

- President - Kim Block
- Vice-President - Amy Janssens
- Treasurer - Trevor Nelson
- Secretary - Mike Atchison

Time Off and Leaves of Absence

Holidays

The Library shall be closed and pay holiday wages for full-time employees for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day and New Year's Eve Day. Full-time employees shall be paid for 8 hours per holiday. The Library will be closed on Easter Sunday, no holiday wages paid.

Staff may be asked/required to work some holidays. Full time employees who work on a library holiday closure day will receive half their hours worked as additional comp time. Part time employees who work on a library holiday closure day will earn time and a half for their hours worked.

Full-time employees will also receive 3 paid Floating Holidays per year.