

# **Petoskey District Library Board of Trustees**

**Carnegie Building - 451 E. Mitchell**

**Thursday, March 18, 2025, 5:00 p.m.**

**Call to order**

**Agenda**

**Public Comments:**

**Approval of Minutes:**

Regular Meeting: February 27, 2025

**Approval of Bills:** February 2025

**Treasurer's Report on Financial Statements**

**Reports:**

- ◆ Friends of the Petoskey Library
- ◆ Comments/Questions from Township Representatives
- ◆ Director's Report

**Board Members' Comments:**

**Unfinished Business:**

1. New Student Trustee
2. Director Goals

**New Business:**

1. Bylaw Review
2. Strategic Plan Approval

**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.*

**Petoskey District Library**  
**Board of Trustees Meeting Minutes**  
**February 27, 2025**

The meeting was called to order at 5 PM by Vice President Amy Janssens.

**Present:** Amy Janssens, Trevor Nelson, Ann Ingles, Laura Dinon, and Val Meyerson (Library Director)

**Absent:** Kim Block and Brady Olson (student)

**Agenda:** Val requested two additions to the agenda: review of the Makerspace policy and discussion of the roof RFP. The agenda with additions was approved by unanimous consent.

**Public Comments:** none

**Minutes:** The minutes of the January 23, 2025 regular meeting and of the January 24, 2025 retreat were approved as presented by unanimous consent.

**Approval of Bills:** Payment of the January bills was approved by unanimous consent.

**Treasurer's Report on Financial Statements:** Trevor stated that everything is looking good and that property taxes have been received from the townships.

**Reports:**

- Cindy Zipp reported from Friends of the Library that the group had provided a brunch for staff on February 13 and had contributed funds for the new meeting pod located on the second floor. She stated that the annual Cabin Fever Sale in the used book store will take place March 2 - 8 and that the Friends are still considering a fall 2025 date for the Night at the Library fundraiser.
- Garrett Muir representing Bear Creek Township said he had nothing to report.

At this point the meeting was paused briefly at the arrival of City Clerk Sarah Bek who administered the oath of office to new board member Laura Dinon.

**Director's Report:** Val had provided a written report. She added that the new meeting pod is all set up and the final step is to add it to the electronic space reservation sign-up, making it available for public use. She also directed attention to the new service statistics graphic included in the meeting packet. Val expressed an interest in having another meeting with Bear Creek Township officials, as these meetings have been productive in the past. She will contact Kim about attending; Ann volunteered to attend if Kim is not available.

**Board Members' Comments:** Amy thanked Laura for joining the library board.

**Unfinished Business:** none

**New Business:**

- **Director Evaluation:** Amy reported on the annual evaluation of the Library Director conducted by the Board in February. Val received "Excellent" ratings in all categories and board members expressed great appreciation for her leadership. Amy thanked Val for her direction and care.
- **Director's Goals:** Further discussion is needed to confirm the Director's official goals for the coming year. Val provided the following suggestions:
  1. Complete the strategic planning process
  2. Complete succession plan for Library Director
  3. Complete succession plan for Technology Manager
  4. Select 1-3 goals from the Strategic Plan
- **Policy Review - Computer and Internet:** Val pointed out the minor changes recommended for the policy. \* Moved by Laura and seconded by Trevor to approve the changes to the Computer and Internet policy. The motion was carried unanimously.
- **Policy Review - Makerspace:** Val recommended some price changes. \*Moved by Laura and seconded by Ann to approve the changes to the Makerspace policy. The motion was carried unanimously.

- **New Student Trustee:** Val pointed out that it is time to start the process of choosing a student trustee for the next school year. The information outlining the process was included in the agenda packet for this meeting. Val will get the information out to the schools. In May we will need two board members designated to conduct interviews. There was discussion about how to get out the word to students about this opportunity and how to make the opportunity more attractive.
- **Roof RFP:** A draft RFP was included in the agenda packet. Steve Solomon, Facilities Manager, put the draft together. Val is looking for a consultation with an engineering company. A preliminary quote for the roof replacement was \$170,000. The plan is to begin advertising for proposals as soon as possible with a deadline of April 10, when there will be a public bid opening. Board acceptance of a bid would then take place at the April 24 regular meeting. \* Trevor moved and Laura seconded to put out the RFP for the roof replacement. The motion was carried unanimously.

**Public Comments:** Garrett Muir of Bear Creek Township commented that he thinks a two year term for student board members is interesting.

Amy adjourned the meeting at 5:31 PM.

Respectfully submitted,  
Ann Ingles, Secretary

## Report Criteria:

Report type: GL detail

Check.Type = {&lt;&gt;} "Adjustment"

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

Check Number	Check Issue Date	Payee	Invoice GL Account Title	Amount
107608	02/12/2025	A-1 Outdoor Maintenance LLC	Contracted Services	2,145.00
107542	02/05/2025	AARP	Programming - Adult	120.00
107670	02/19/2025	Alex Thomas and Friends LLC	Programming - Children	400.00
107671	02/19/2025	Alliance Entertainment	Audio Visual - Adult	95.72
107671	02/19/2025	Alliance Entertainment	Audio Visual - Children	41.20
107671	02/19/2025	Alliance Entertainment	Audio Visual - Young Adult	50.99
107671	02/19/2025	Alliance Entertainment	Audio Visual - Adult	143.57
107671	02/19/2025	Alliance Entertainment	Audio Visual - Children	252.94
107671	02/19/2025	Alliance Entertainment	Audio Visual - Adult	141.75
107609	02/12/2025	Amazon Capital Services	Periodicals	24.00
107609	02/12/2025	Amazon Capital Services	Audio Visual - Adult	17.99-
107609	02/12/2025	Amazon Capital Services	Books - Adult	34.98
107609	02/12/2025	Amazon Capital Services	Audio Visual - Adult	24.29
107609	02/12/2025	Amazon Capital Services	Makerspace - Equip & Supplies	27.48
107609	02/12/2025	Amazon Capital Services	Programming - Adult	20.76
107609	02/12/2025	Amazon Capital Services	Office/Library Supplies	12.99
107609	02/12/2025	Amazon Capital Services	Building Supplies	15.96
107609	02/12/2025	Amazon Capital Services	Books - Young Adult	31.22
107609	02/12/2025	Amazon Capital Services	Audio Visual - Young Adult	154.42
107609	02/12/2025	Amazon Capital Services	Programming - Young Adult	65.74
107609	02/12/2025	Amazon Capital Services	Books - Adult	215.80
107609	02/12/2025	Amazon Capital Services	Audio Visual - Adult	61.34
107609	02/12/2025	Amazon Capital Services	Makerspace - Equip & Supplies	202.65
107609	02/12/2025	Amazon Capital Services	Programming - Adult	20.76-
107609	02/12/2025	Amazon Capital Services	Makerspace - Equip & Supplies	42.76
107609	02/12/2025	Amazon Capital Services	Books - Adult	39.99
107609	02/12/2025	Amazon Capital Services	Audio Visual - Adult	24.23
107609	02/12/2025	Amazon Capital Services	Programming - Children	73.16
107609	02/12/2025	Amazon Capital Services	Programming - Children	26.21
107674	02/19/2025	AMERICAN LIBRARY ASSOC.	Memberships & Dues	55.00
107610	02/12/2025	Armstrong, Janet Elaine	Contracted Services	330.00
107548	02/05/2025	Atchison Paper & Supply	Building Supplies	40.25
107736	02/26/2025	Atchison Paper & Supply	Office/Library Supplies	223.23
107736	02/26/2025	Atchison Paper & Supply	Building Supplies	336.56
107611	02/12/2025	Baker & Taylor	Books - Adult	22.32
107611	02/12/2025	Baker & Taylor	Books - Adult	21.08
107737	02/26/2025	Baker & Taylor	Books - Adult	58.90
107613	02/12/2025	Bassett, Susan Jane	Contracted Services	210.00
107552	02/05/2025	Centaris	Contracted Services	417.00
107553	02/05/2025	Center Point Large Print	Books - Adult	86.71
107741	02/26/2025	Center Point Large Print	Books - Adult	112.58
106747	02/12/2025	Chicago Distribution Center	Books - Adult	29.93-
106747	02/12/2025	Chicago Distribution Center	Programming - Young Adult	30.84-
107614	02/12/2025	Chicago Distribution Center	Books - Adult	29.93
107614	02/12/2025	Chicago Distribution Center	Programming - Young Adult	30.84
107685	02/19/2025	Cintas Corp #729	Building Supplies	71.51
107685	02/19/2025	Cintas Corp #729	Building Supplies	71.51
107685	02/19/2025	Cintas Corp #729	Building Supplies	71.51
107555	02/05/2025	City Treas. for Utility Bills	Public Utilities	2,054.61
107555	02/05/2025	City Treas. for Utility Bills	Public Utilities	312.97
107615	02/12/2025	Collias-Glaser, Hellene Kay	Contracted Services	120.00
107744	02/26/2025	Coughlan Companies LLC	Books-Children's	338.86

Check Number	Check Issue Date	Payee	Invoice GL Account Title	Amount
107689	02/19/2025	Crooked Tree Arts Center	Contracted Services	614.44
107691	02/19/2025	Demco	Office/Library Supplies	132.30
107745	02/26/2025	Dennis Gartland & Niergarth	Professional Services	180.60
107746	02/26/2025	DTE Energy	Heating Fuel	2,288.84
107746	02/26/2025	DTE Energy	Heating Fuel	858.26
107616	02/12/2025	Ducastel, Barbara	Contracted Services	60.00
107620	02/12/2025	Fisher, Amy	Contracted Services	120.00
107561	02/05/2025	Gale/Cengage Learning Inc.	Books - Adult	27.19
107561	02/05/2025	Gale/Cengage Learning Inc.	Books - Adult	241.28
107561	02/05/2025	Gale/Cengage Learning Inc.	Books - Adult	34.99
107561	02/05/2025	Gale/Cengage Learning Inc.	Books - Adult	46.14
107750	02/26/2025	Gale/Cengage Learning Inc.	Books - Adult	24.80
107750	02/26/2025	Gale/Cengage Learning Inc.	Books - Adult	59.98
107750	02/26/2025	Gale/Cengage Learning Inc.	Books - Adult	128.76
107750	02/26/2025	Gale/Cengage Learning Inc.	Books - Adult	26.39
107750	02/26/2025	Gale/Cengage Learning Inc.	Books - Adult	83.17
107694	02/19/2025	GFL Environmental	Contracted Services	145.00
107753	02/26/2025	Goedge, Megan	Programming - Children	69.04
107623	02/12/2025	Hammond, Linda Lawless	Contracted Services	180.00
107626	02/12/2025	Himebauch, Kelly L	Contracted Services	120.00
107630	02/12/2025	Ingram Library Services	Books - Adult	2,750.44
107630	02/12/2025	Ingram Library Services	Books-Children's	3,045.14
107630	02/12/2025	Ingram Library Services	Books - Young Adult	400.82
107631	02/12/2025	Integrity Business Solutions	Office/Library Supplies	64.41
107634	02/12/2025	Jakeway, Patricia	Contracted Services	120.00
107635	02/12/2025	John E. Green Co.	Building Repair & Maintenance	291.54
107635	02/12/2025	John E. Green Co.	Building Repair & Maintenance	725.01
107568	02/05/2025	Kanopy Inc	Electronic Materials	5,000.00
107701	02/19/2025	Kessler, Nisa	Programming - Young Adult	107.44
107575	02/05/2025	McGrath, James Edward	Programming - Children	400.00
107765	02/26/2025	McLaren Northern Mich Hospital	Community Outreach	70.00
107766	02/26/2025	Metropolitan Life Insurance Company	Fringe Benefits	395.98
107767	02/26/2025	Meyer Ace Hardware	Building Supplies	13.47
107578	02/05/2025	Michigan Library Association	Training & Travel	225.00
107578	02/05/2025	Michigan Library Association	Training & Travel	275.00
107639	02/12/2025	Michigan Library Association	Memberships & Dues	85.00
107639	02/12/2025	Michigan Library Association	Training & Travel	25.00
107579	02/05/2025	Midwest Tape LLC	Audio Visual - Adult	22.49
107579	02/05/2025	Midwest Tape LLC	Audio Visual - Adult	101.98
107579	02/05/2025	Midwest Tape LLC	Audio Visual - Adult	52.99
107705	02/19/2025	Midwest Tape LLC	Audio Visual - Adult	39.99
107705	02/19/2025	Midwest Tape LLC	Audio Visual - Adult	97.22
107705	02/19/2025	Midwest Tape LLC	Audio Visual - Adult	84.98
107768	02/26/2025	Midwest Tape LLC	Audio Visual - Adult	95.98
107768	02/26/2025	Midwest Tape LLC	Audio Visual - Adult	26.24
107641	02/12/2025	Mindel, Julie	Contracted Services	30.00
107706	02/19/2025	Mitchell Graphics Inc.	Printing/Advertising/Postage	2,800.00
107769	02/26/2025	Mitchell Graphics Inc.	Printing/Advertising/Postage	104.00
107769	02/26/2025	Mitchell Graphics Inc.	Printing/Advertising/Postage	156.00
107647	02/12/2025	Northern Gale Cleaning & Property Mgmt	Contracted Services	1,500.00
107770	02/26/2025	Northern Gale Cleaning & Property Mgmt	Contracted Services	1,500.00
107772	02/26/2025	OneAmerica	Fringe Benefits	86.00
107710	02/19/2025	Peninsula Fiber Network LLC	Communications	89.10
107651	02/12/2025	Printing Systems Inc.	Office/Library Supplies	4.60-
107651	02/12/2025	Printing Systems Inc.	Office/Library Supplies	19.16
107774	02/26/2025	Priority Health	Fringe Benefits	8,466.88
107775	02/26/2025	Quadient Inc.	Office/Library Supplies	40.00

Check Number	Check Issue Date	Payee	Invoice GL Account Title	Amount
107723	02/19/2025	Summit Fire Protection	Building Repair & Maintenance	2,513.85
107658	02/12/2025	Sweep Shop, The	Building Supplies	291.50
107778	02/26/2025	The Magic Crafter LLC	Programming - Children	365.00
107663	02/12/2025	T-Mobile	Communications	305.01
Grand Totals:				47,624.20

## Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
271-000-202.000	104.12	47,728.32-	47,624.20-
271-790-724.000	8,948.86	.00	8,948.86
271-790-751.000	492.09	4.60-	487.49
271-790-752.000	912.27	.00	912.27
271-790-760.000	4,045.43	29.93-	4,015.50
271-790-760.100	3,384.00	.00	3,384.00
271-790-760.200	432.04	.00	432.04
271-790-760.400	24.00	.00	24.00
271-790-761.000	1,012.77	17.99-	994.78
271-790-761.100	294.14	.00	294.14
271-790-761.200	205.41	.00	205.41
271-790-762.000	5,000.00	.00	5,000.00
271-790-801.000	180.60	.00	180.60
271-790-802.000	7,611.44	.00	7,611.44
271-790-850.000	394.11	.00	394.11
271-790-880.000	70.00	.00	70.00
271-790-905.000	3,060.00	.00	3,060.00
271-790-912.000	525.00	.00	525.00
271-790-915.000	140.00	.00	140.00
271-790-920.000	2,367.58	.00	2,367.58
271-790-924.000	3,147.10	.00	3,147.10
271-790-930.000	3,530.40	.00	3,530.40
271-790-958.000	1,333.41	.00	1,333.41
271-790-958.100	140.76	20.76-	120.00
271-790-958.200	204.02	30.84-	173.18
271-790-964.000	272.89	.00	272.89
Grand Totals:	47,832.44	47,832.44-	.00

## Report Criteria:

Report type: GL detail

Check.Type = {&lt;&gt;} "Adjustment"

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

## Report Criteria:

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

Check.Created date = 02/01/2025-02/28/2025

Check Number	Check Issue Date	Name	GL Account	Amount
107666	02/12/2025	Leigh Selig, Jennifer	271790760000	45.00
Grand Totals:				45.00



**CITY OF PETOSKEY**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025**

**FUND 271 - LIBRARY FUND**

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
	<u>OPERATING REVENUE</u>					
271-081-402.000	STATE AID	.00	.00	18,500.00	( 18,500.00)	.00
271-081-403.000	CURRENT PROPERTY TAX	.00	.00	1,056,100.00	( 1,056,100.00)	.00
271-081-405.000	PROPERTY TAX - BEAR CREEK	129,955.91	230,720.71	253,900.00	( 23,179.29)	90.87
271-081-407.000	PROPERTY TAX - RESORT	93,698.08	171,932.64	207,200.00	( 35,267.36)	82.98
271-081-409.000	PROPERTY TAX - LITTLE TRAVERSE	93,058.80	155,071.82	166,400.00	( 11,328.18)	93.19
271-081-411.000	PROPERTY TAX - SPRINGVALE	16,853.79	35,289.89	58,000.00	( 22,710.11)	60.84
271-081-445.000	PENALTIES & INTEREST	81.10	90.71	3,000.00	( 2,909.29)	3.02
271-081-566.000	GRANTS	.00	14,162.00	22,800.00	( 8,638.00)	62.11
271-081-657.000	PENAL FINES	.00	.00	60,000.00	( 60,000.00)	.00
271-081-658.000	REIMBURSEMENTS	.00	.00	6,500.00	( 6,500.00)	.00
271-081-687.000	PAID CARDS	405.00	525.00	3,000.00	( 2,475.00)	17.50
271-081-692.000	COPIES	1,470.75	1,576.75	4,000.00	( 2,423.25)	39.42
271-081-694.000	BOOK SALE	915.83	1,636.73	12,000.00	( 10,363.27)	13.64
271-081-695.000	CONTRACTED WAGES	.00	.00	12,000.00	( 12,000.00)	.00
271-081-696.000	MERCHANDISE SALES	45.00	288.00	500.00	( 212.00)	57.60
	TOTAL OPERATING REVENUE	336,484.26	611,294.25	1,883,900.00	( 1,272,605.75)	32.45
	<u>NON-OPERATING REVENUE</u>					
271-082-664.000	INTEREST INCOME	674.39	1,290.96	12,000.00	( 10,709.04)	10.76
271-082-682.000	OTHER	286.29	1,025.02	4,000.00	( 2,974.98)	25.63
271-082-684.000	BUILDING RENT	75.00	1,625.00	8,000.00	( 6,375.00)	20.31
271-082-696.000	DONATIONS	3,541.00	3,832.20	40,000.00	( 36,167.80)	9.58
	TOTAL NON-OPERATING REVENUE	4,576.68	7,773.18	64,000.00	( 56,226.82)	12.15
	TOTAL FUND REVENUE	341,060.94	619,067.43	1,947,900.00	( 1,328,832.57)	31.78

**CITY OF PETOSKEY**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025**

**FUND 271 - LIBRARY FUND**

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
	LIBRARY					
271-790-702.000	SALARIES & WAGES - FULL-TIME	37,574.00	71,412.17	498,500.00	427,087.83	14.33
271-790-704.000	SALARIES & WAGES - PART-TIME	19,517.47	33,871.32	264,100.00	230,228.68	12.83
271-790-724.000	FRINGE BENEFITS	20,258.44	46,533.07	236,400.00	189,866.93	19.68
271-790-751.000	OFFICE/LIBRARY SUPPLIES	534.92	1,719.04	10,000.00	8,280.96	17.19
271-790-752.000	BUILDING SUPPLIES	560.99	1,379.10	7,000.00	5,620.90	19.70
271-790-760.000	BOOKS - ADULT	1,180.17	4,658.06	45,000.00	40,341.94	10.35
271-790-760.100	BOOKS-CHILDREN'S	338.86	3,384.00	25,000.00	21,616.00	13.54
271-790-760.200	BOOKS - YOUNG ADULT	31.22	432.04	5,500.00	5,067.96	7.86
271-790-760.400	PERIODICALS	24.00	163.00	9,000.00	8,837.00	1.81
271-790-761.000	AUDIO VISUAL - ADULT	803.97	1,436.18	11,000.00	9,563.82	13.06
271-790-761.100	AUDIO VISUAL - CHILDREN	252.94	294.14	1,500.00	1,205.86	19.61
271-790-761.200	AUDIO VISUAL - YOUNG ADULT	154.42	205.41	600.00	394.59	34.24
271-790-762.000	ELECTRONIC MATERIALS	.00	30,645.19	51,500.00	20,854.81	59.51
271-790-762.100	DATA BASES	.00	1,625.20	7,000.00	5,374.80	23.22
271-790-801.000	PROFESSIONAL SERVICES	180.60	180.60	3,000.00	2,819.40	6.02
271-790-802.000	CONTRACTED SERVICES	19,366.84	29,056.12	124,700.00	95,643.88	23.30
271-790-850.000	COMMUNICATIONS	390.15	988.09	8,100.00	7,111.91	12.20
271-790-880.000	COMMUNITY OUTREACH	230.00	492.00	3,000.00	2,508.00	16.40
271-790-885.000	DONATION EXPENSE	.00	.00	3,000.00	3,000.00	.00
271-790-887.000	BANK CHARGES	53.09	82.28	500.00	417.72	16.46
271-790-905.000	PRINTING/ADVERTISING/POSTAGE	3,603.70	4,231.65	45,000.00	40,768.35	9.40
271-790-912.000	TRAINING & TRAVEL	363.68	888.68	11,000.00	10,111.32	8.08
271-790-915.000	MEMBERSHIPS & DUES	140.00	350.00	2,400.00	2,050.00	14.58
271-790-920.000	PUBLIC UTILITIES	2,999.60	5,367.18	32,000.00	26,632.82	16.77
271-790-924.000	HEATING FUEL	3,147.10	6,057.07	17,500.00	11,442.93	34.61
271-790-930.000	BUILDING REPAIR & MAINTENANCE	2,513.85	3,427.86	55,000.00	51,572.14	6.23
271-790-931.000	EQUIPMENT REPAIR & MAINTENANCE	.00	85.00	10,400.00	10,315.00	.82
271-790-937.000	INSURANCE & BONDS	.00	.00	12,000.00	12,000.00	.00
271-790-955.000	MISCELLANEOUS	.00	580.95	3,000.00	2,419.05	19.37
271-790-958.000	PROGRAMMING - CHILDREN	766.30	1,943.80	8,500.00	6,556.20	22.87
271-790-958.100	PROGRAMMING - ADULT	846.89	1,216.89	15,000.00	13,783.11	8.11
271-790-958.200	PROGRAMMING - YOUNG ADULT	190.41	271.38	2,500.00	2,228.62	10.86
271-790-964.000	MAKERSPACE - EQUIP & SUPPLIES	343.89	343.89	3,500.00	3,156.11	9.83
271-790-970.000	CAPITAL OUTLAY	.00	16,790.00	45,000.00	28,210.00	37.31
271-790-985.000	EQUIPMENT	.00	.00	5,000.00	5,000.00	.00
271-790-986.000	TECH. EQUIPMENT & SOFTWARE	.00	.00	32,500.00	32,500.00	.00
271-790-995.000	ADMINISTRATIVE FEES	.00	.00	7,200.00	7,200.00	.00
	TOTAL LIBRARY	116,367.50	270,111.36	1,621,900.00	1,351,788.64	16.65

**CITY OF PETOSKEY**  
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

**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	255,000.00	255,000.00	.00
271-792-992.000	INTEREST PAYMENT	.00	.00	12,100.00	12,100.00	.00
271-792-993.000	PAYING AGENT FEES	.00	.00	300.00	300.00	.00
TOTAL BOND DEBT REQUIREMENT		.00	.00	267,400.00	267,400.00	.00
TOTAL FUND EXPENDITURES		116,367.50	270,111.36	1,889,300.00	1,619,188.64	14.30
NET REVENUES OVER EXPENDITURES		224,693.44	348,956.07	58,600.00	290,356.07	595.49

# CITY OF PETOSKEY

BALANCE SHEET  
FEBRUARY 28, 2025

## FUND 271 - LIBRARY FUND

### ASSETS

271-000-001.000	CASH	(	11,510.83)	
271-000-001.700	CASH - FIFTH THIRD LIBRARY		847,584.29	
271-000-056.000	ACCRUED INTEREST RECEIVABLE -		599.40	
271-010-004.000	WORKING FUND - LIBRARY		175.00	
271-010-020.000	TAXES RECEIVABLE - CURRENT		25,350.20	
271-010-026.000	TAXES RECEIVABLE - DELINQUENT		6,031.29	
TOTAL ASSETS				868,229.35

### LIABILITIES AND EQUITY

#### LIABILITIES

271-000-202.000	ACCOUNTS PAYABLE		30,327.73	
271-040-253.000	ACCRUED INTEREST		3,018.00	
271-040-260.000	ACCRUED FRINGE BENEFITS		2,610.32	
271-040-292.001	DEFERRED G/L ON REFUNDING		1,820.00	
TOTAL LIABILITIES				37,776.05

#### FUND EQUITY

271-000-390.000	FUND BALANCE		208,497.23	
271-000-395.000	FUND BALANCE - RESERVED		273,000.00	
	REVENUE OVER EXPENDITURES - YTD		348,956.07	
TOTAL FUND EQUITY				830,453.30
TOTAL LIABILITIES AND EQUITY				868,229.35

## **Petoskey District Library**

Director's Report: March 2025

### **Val's Update:**

1. We will be participating in Project Connect on March 19.
2. I attended the NCMC 10-year accreditation community session. It was nice to hear all the great things the college does for our community, like Fast Track, events, easy guaranteed credit transfers, partnering with hospitals and businesses, etc...
3. Staff annual reviews will be happening in the next month.
4. Annual report is being worked on and will be available at the April meeting.
5. I will set up a meeting with Kim and Bear Creek Township supervisor in late April.

### **Adult Department**

1. Meeting Booth is up and running and is now in the booking system for people to schedule their meetings.
2. The Roku sticks are now cataloged and ready to check out. We are offering many different streaming services through these sticks, including: HBO, CiniMax, Disney, Netflix, Hulu, AppleTV, ESPN, BritBox, Acorn TV, and Paramount.

### **Facility**

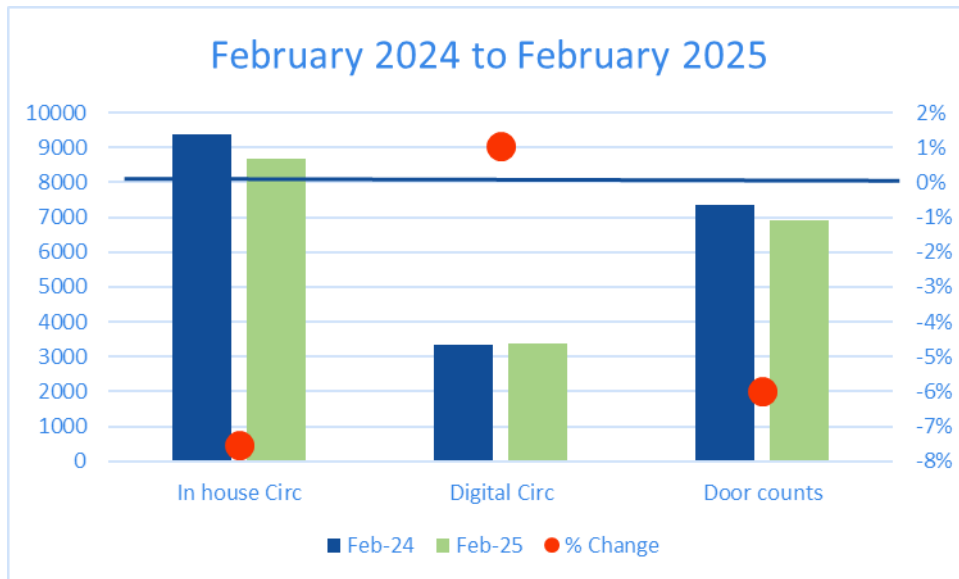
1. Roof RFP is public. Steve has a few appointments scheduled. The bids are due and will be opened on April 10. You will have a recommendation to award in the April meeting packet.
2. Week of April 14 we will be getting our windows washed, the Carnegie windows washed, the upholstery cleaned, and the carpets cleaned. We will be bright and shiny beginning the week of April 21.

### **Youth Department:**

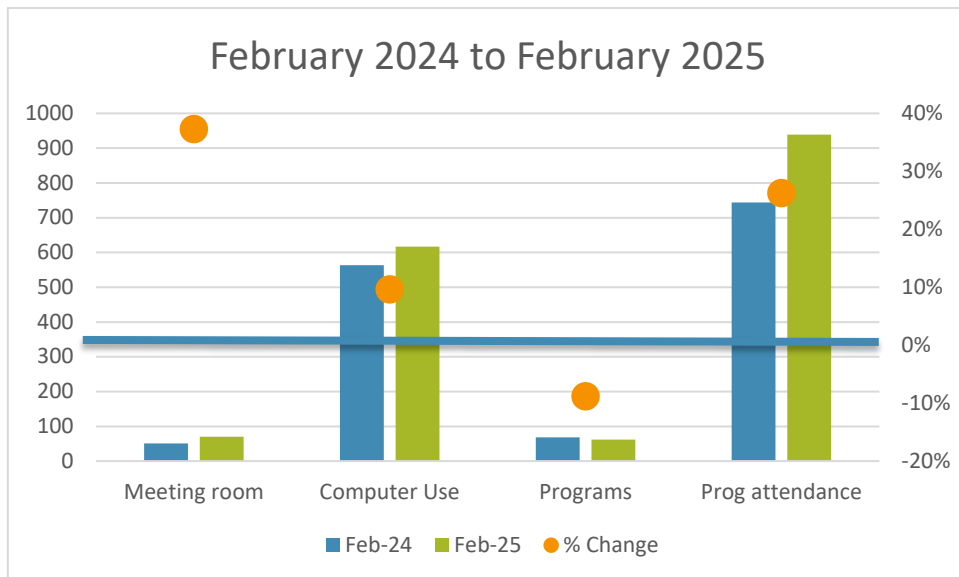
1. Summer Reading planning is in full swing. We are changing it up a bit where there will now be just one Passport to participate. All ages will have the same card.
2. Allergy friendly Easter Egg hunt is scheduled for April 5.
3. We will be once again participating in the Children's Health Fair, April 5.
4. We are hosting another chicken egg hatch with 4H. We are hoping they will be hatched or close to hatch by the egg hunt.

## Service Statistics

Trends are still looking the same: in-house circ down, digital circ up.



Program attendance per program number jumped up again in February. In February 2024 we averaged 11 people per program and February 2025 we averaged 15 per program.



## Library Director Goals for 2025

1. Complete the Strategic Planning process
2. Complete succession plan for Library Director
3. Complete succession plan for Technology Manager
4. Complete a Patron Usage study
5. Create a prioritized, with dates and budget, list of tasks to accomplish to adapt our current space to better meet patron needs for the next three years.

Director's Signature: \_\_\_\_\_

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

Board President's Signature: \_\_\_\_\_

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

## **PETOSKEY DISTRICT LIBRARY - BOARD BY-LAWS**

### **ARTICLE I. LEGAL AUTHORITY**

The authority of the Board of the Petoskey District Library is established under the District Library Agreement entered into as of August 3, 2009 by the City of Petoskey under the District Library Establishment Act (MCL 397.171 et seq).

### **ARTICLE II. LIBRARY BOARD AND OFFICERS**

- Section 1. The fiscal year of the Board shall be January 1 through December 31. This supersedes the fiscal year established in the Petoskey District Library Agreement, dated August 3, 2009.
- Section 2. The governing Board shall consist of five (5) members (*Trustees*) who reside within the City of Petoskey. Board members are appointed by the Mayor of Petoskey and serve for a term of 4 years which begins on January 31st following their appointment.
- 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.
- Section 4. The officers of the Library Board are President, Vice-President, Secretary and Treasurer.
- Section 5. Duties of the officers are as follows:
- A. The President presides at all meetings and exercises general supervision of Board affairs. The President has the authority to sign on behalf of the Board all instruments, contracts or documents necessary or proper to be executed as approved by a majority of the Board.
  - B. The Vice-President assumes the duties of President when the President is absent and such other duties as the President may direct.
  - C. The Secretary keeps the minutes of Board meetings and certifies that the minutes are a true and accurate account of the proceedings of the Board meeting.
  - D. The Treasurer examines the monthly bills and reports at the regular monthly Board meeting.
- Section 6. The Board is the single authority for establishing Library policy.
- Section 7. In the event that a Board member recognizes an actual or potential conflict of interest, the member shall disclose such to the Board and abstain from discussion or voting on any issues that raised such conflict of interest.
- Section 8. Committees may be formed as needed.

### **ARTICLE III. BOARD MEETINGS**

- Section 1. All meetings of the Library Board shall comply with the Michigan Open Meetings Act, P.A. Act 442 of 1976. In keeping with the Act, the following shall apply:



- A. All meetings of the Board are open to the public with the exception of closed sessions as allowed in the Act.
- B. Anyone may address the Board during a meeting. Those wishing to address the Board shall have permission to speak for one period of three (3) minutes. This period may be renewed at the discretion of the Board.
- C. Anyone addressing the Board must first state his or her name and place of residence for recording in the meeting minutes.
- D. The minutes of Board meetings are public documents. Minutes shall be available at the Administrative office of the Library and posted on the Library's website. Copies of Board minutes are available upon request. Section 2. Meetings shall be held monthly, excluding December, in the classroom of the Petoskey District Library, or at such other place as the Board may determine. The annual meeting schedule will be agreed upon at the regular November meeting. The schedule shall be posted in the Library, on the Library's website, and in the local paper.

Section 3. A quorum at any meeting will consist of a majority of the currently appointed members of the Board. A simple majority is required to pass an issue.

Section 4. The usual order of business shall be:

- A. Call to order
- B. Approval of agenda
- C. Approval of the last meeting's minutes
- D. Approval of bills
- E. Treasurer's report
- F. Director's report
- G. Board members' comments
- H. Unfinished business
- I. New business
- J. Public Comment
- K. Adjournment

Section 5. Special meetings may be called by the President or upon the request of any two Board members for the transaction of business as stated in the call. Notice of special meetings must be posted in the library and on the library's website at least 18 hours before the meeting.

Section 6. Robert's Rules of Order shall govern the parliamentary procedure of the Board.

Section 7. The annual meeting of the Library Board shall be at its regular January meeting.

#### **ARTICLE IV. AMENDMENTS**

A majority at any regular Board meeting may amend these by-laws.

## **ARTICLE V. LIBRARY DIRECTOR**

- Section 1. The Library Board shall employ a qualified Library Director who will serve as the executive and administrative officer of the Library on behalf of the Board and under its review and supervision. The Library Director is responsible for executing all duties as outlined in the Library Director's Job Description.
- Section 2. In the extraordinary absence of the Director, a Director-designee may be assigned by recommendation of the Director and with approval of the Board. The specific authorities of the Director-designee will be made in writing at the time of recommendation by the Director and approved by the Board.
- Section 3. The Library Board shall perform an annual performance review of the Director. The Library Director will be evaluated on his/her essential job duties and performance toward annual goals. In preparation, the Director will provide a written summary on achievement of goals to be presented at the regular Board meeting prior to the evaluation. The Director shall also present progress toward goals mid-year.
- Section 4. The Library Director serves at the pleasure of the Board. The Library Director may be removed for any reason including, but not limited to: poor performance, violation of Personnel Policies, or violation of the Director's fiduciary responsibilities.

Adopted by the Petoskey District Library Board on February 25, 2016

Updated: 1/22/18

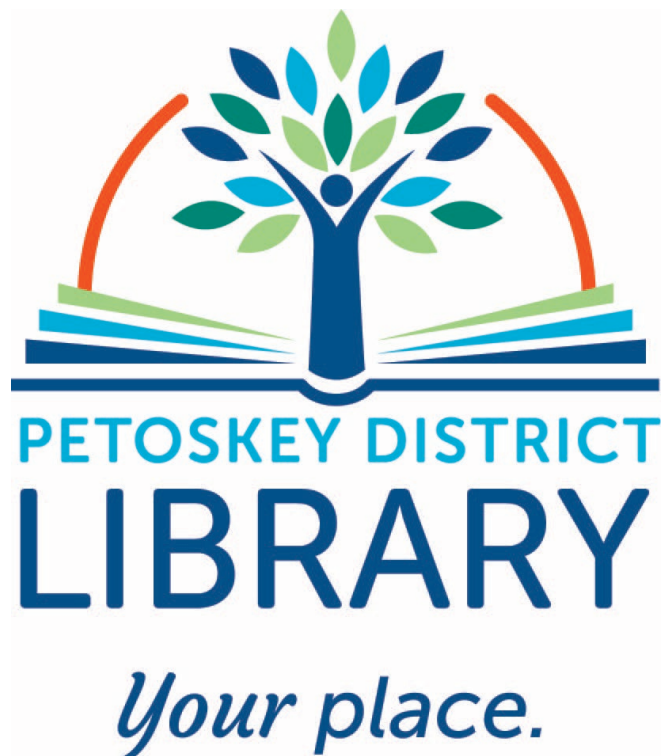
Updated: 4/25/19

Reviewed: 3/25/21

Updated: 5/25/23

# PETOSKEY DISTRICT LIBRARY

Strategic Plan: 2025 - 2030

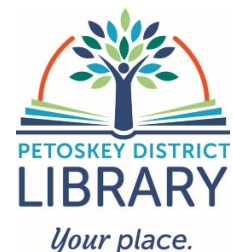


## WHY

The Petoskey District Library (PDL) wants to ensure it continues to meet the evolving needs of the community. A well-crafted strategic plan provides clear priorities, aligns resources efficiently, and guides decision-making for future growth. With changes in public expectations, technology, and community demographics, a strategic plan helps the library stay relevant, improve services, and foster stronger community engagement. PDL will be able to focus efforts on planning by demonstrating a clear vision and measurable goals for the years ahead.

## HOW

Petoskey District Library initiated a strategic planning process in late spring of 2024 with the director attending a DIY strategic planning workshop through Fast Forward Libraries LLC. The first phase, Learn, included recruiting a strategic planning team and gathering information from the community, board members, and staff. The second phase, Dream, included Library Board and Staff reviewing all the information gathered in the Learn phase and creating a rough outline of strategic priorities, goals, and actions. The final phase, Do, is creating a strategic plan outline, developing plan documents, presenting the plan for Board approval and a final implementation meeting with staff.



## TIMELINE

July 2024	Planning Team Kick-off
July & August 2024	Library Board and Staff each complete a SOAR analysis
Spring 2024	Completion of a user survey
Fall 2024	Completion of a non-user survey
November 2024	5 Focus Groups
December 2024	Learning report completed
January 2025	Library Board retreat
February 2025	Staff Retreat
February 2025	Review plan outline
March 2025	Presentation of plan documents
April 2025	Implementation documents complete

## PLANNING TEAM

Mary Beauchamp, Adult Services Librarian

Kim Block, Library Board President

Megan Goedge, Children's Librarian

Amy Janssens, Library Board Trustee

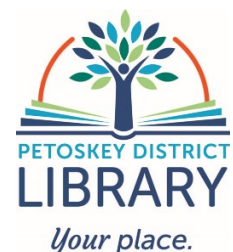
Nisa Kessler, Teen Librarian

Val Meyerson, Library Director

Garrett Muir, Community Member

Jess Smith, Friends of the Petoskey Public Library

Steve Solomon, Facilities Manager

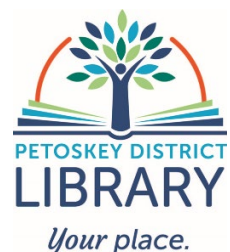


## VISION

Growing a vibrant, connected community

## MISSION

Providing an exceptional place to nurture knowledge and  
inspire curiosity



# STRATEGIC PRIORITY 1

## PROTECT OUR BUILDINGS

*Assess the library facilities, concentrating on usability and patron flow, and create a plan to meet the changing needs of the community now and into the future.*

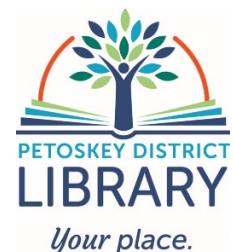
- GOAL 1** Create a three-year plan to adapt the current space in the library and the Carnegie to meet today's needs.
- GOAL 2** Create a long-term building interior use plan for both the Library and the Carnegie.
- GOAL 3** Create a comprehensive Capital Improvement Plan, incorporating long term interior goals with the current capital needs plan.

# STRATEGIC PRIORITY 2

## EXPAND CONNECTIONS

*Expand and enrich opportunities for people to connect in meaningful ways, enhancing the library as people's third place.*

- GOAL 1** Continue fostering partnerships that expand the reach of the library and promote stronger connections between differing sectors of the community.
- GOAL 2** Implement programs that support the desires of the community and expand the connections to underserved populations.
- GOAL 3** Review current marketing strategies and create an achievable plan that is reviewed on a semi-annual basis.



## STRATEGIC PRIORITY 3

### CARE FOR STAFF

*Continue to foster a positive internal culture by providing an environment for staff to learn, grow and deliver excellent service to the community.*

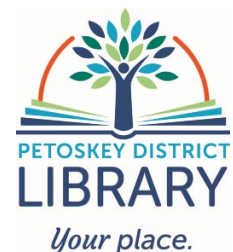
- GOAL 1** Staff members are supported and given appropriate tools to be empowered and engaged.
- GOAL 2** Library board provides adequate funding and support for staffing positions to be competitive in the Petoskey area.
- GOAL 3** Complete succession planning for key staffing roles.

## STRATEGIC PRIORITY 4

### CULTIVATE CURIOSITY

*Facilitate easy access to resources, lifelong learning opportunities, technology and fun.*

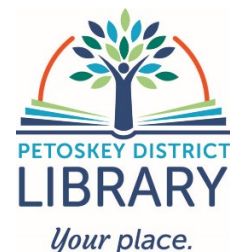
- GOAL 1** Enhance the marketing of the unique resources and services provided at the library.
- GOAL 2** Reduce wait times on popular materials by 20%.
- GOAL 3** Provide materials that mirror the community's diversity and interests in preferred formats.
- GOAL 4** Continue providing updated technology and training for staff and patrons.

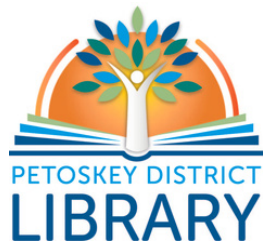




## NEXT STEPS

Once the plan is adopted by the Petoskey District Library Board of Trustees, the Library management team will create an action and implementation plan. The action plan will include tasks and activities that will lead toward success. Implementation of the action plan will be a continual process utilizing priorities based on need and funding. Regular review of the plan will allow for adjustments and changes to best meet the needs of the community. Evaluation and status of the plan will be reported to the Library Board on a semi-annual basis and review will be included in the annual report for the community.





# STRATEGIC PLAN 2025 - 2030

## VISION

Growing a vibrant, connected community

## MISSION

Providing an exceptional place to nurture knowledge and inspire curiosity

### Protect our Building

Create a facility plan to meet the changing needs of the community now and into the future.

GOAL 1: Create a 3 year plan to adapt library spaces to meet current needs

GOAL 2: Create a long-term building interior plan

GOAL 3: Incorporate the long term interior plans into the capital needs plan

### Expand Connections

Enrich opportunities for people to connect in meaningful ways, enhancing the library as a third place.

GOAL 1: Continue fostering partnerships

GOAL 2: Implement programs that support the desires of the community and expand the connections to underserved populations

GOAL 3: Review and update current marketing strategies

### Care for Staff

Provide an environment for staff to learn, grow and deliver excellent service for the community.

GOAL 1: Support and provide appropriate resources to empower and engage all staff

GOAL 2: Provide adequate funding and support for PDL to be competitive in the area

GOAL 3: Succession planning for all key personnel

### Cultivate Curiosity

Facilitate easy access to resources, lifelong learning, technology and fun.

GOAL 1: Enhance the marketing of unique services

GOAL 2: Reduce wait times on popular materials

GOAL 3: Provide materials that mirror the community's interest

GOAL 4: Continue providing updated technology and training for staff and patrons

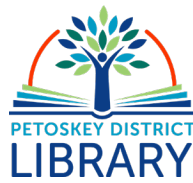


**Vision:** Growing a vibrant, connected community

**Mission:** Providing an exceptional place to nurture knowledge and inspire curiosity

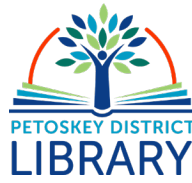
**Strategic Priorities, Goals, and Actions**

1. Protect our Buildings: Assess the library facilities, concentrating on usability and patron flow, and create a plan to meet the changing needs of the community now and into the future.
  - a. Create a three-year plan to adapt the current space to meet today's needs
    - i. Library
      1. Create connectivity for people including interactive spaces, where patrons can create their own space
      2. Lighting – at staircase
      3. Smaller tables all over - More electrical – at all tables
      4. Have Keurig/vending available
      5. Better Meeting room furniture – cushions for all chairs/
      6. Youth programming space friendlier – paint
      7. Examine meeting room policy – usage
      8. Colorful – playful spaces - Carpet – change colors – paint – kids room
      9. Technology to all the meeting rooms – smart board
    - ii. Carnegie Usage
      1. Cushions for all chairs
      2. Add soft furniture for lounging
  - b. Create a long-term building use plan
    - i. Library
      1. Facility use study - Flip the Upstairs – architectural plan/assessment - / children's area – Furniture updates
      2. Fireplace room - put a wall up to make a quiet space
      3. Signage – info desk, stair case – hanging plaque – do a signage audit
      4. Expand seating outside
    - ii. Carnegie
      1. Close off the mural room for additional meeting space
  - c. Create a comprehensive Capital Improvement Plan, incorporating long term interior goals with the current capital needs plan



Success means: Having a working plan that focuses on the changing use of libraries and the diverse needs of the community, that includes a timeline and funding priorities.

2. Expand Connections: Expand and enrich opportunities for people to connect in meaningful ways, enhancing the library as people's *third place*.
  - a. Continue fostering partnerships that expand the reach of the library and promote stronger connections between differing sectors of the community
    - i. Civil discourse events
    - ii. Sponsored outreach vehicle – book bike, bookmobile, book wagon
    - iii. Expanding Bibliobag beyond homebound; lockers – moving to township halls/large businesses
    - iv. Review Building hours to provide better access
      1. Patron usage mapping
      2. 9-6 as standard weekday hours; 10-3 Saturday and Sunday
      3. Portion of facility open at fringe times (limited staff/services)
      4. Partition Carnegie to facilitate more / smaller use and preset the tables/chairs
  - b. Implement programs that support the desires of the community and expand the connections to underserved populations
    - i. Add more comfortable seating “nooks”
    - ii. Add cohort type gatherings
    - iii. Intergenerational
    - iv. Concentrate on popular, current type events
  - c. Review current marketing strategies and create an achievable plan that is reviewed on a semi-annual basis.
    - i. Create Bibliocommons list and send link out with emails
    - ii. Review current enews – make it more readable
    - iii. Service: discuss and implement new avenues of getting our information about services out to public
    - iv. Magnetic logo labels for cars when we go do outreach
    - v. Magnetic “stickers” for cars for our patrons
    - vi. PDL logos on outdoor bookdrops



- vii. Instructional videos (short)
- viii. TV/screen outdoors-for opti sign – or other parts of the building
- ix. Sign in window by book drop
- x. Texting ability for news alerts
- xi. Ambassador program?

Success means: a community that is stronger together: willing and able to listen to each other; people with commonality strengthening their ties to community

3. Care for Staff: Continue to foster a positive internal culture by providing an environment for staff to learn, grow and deliver excellent service to the community.

- a. Staff members are supported and given appropriate tools to be empowered and engaged.
  - i. Creativity in job description
  - ii. Education and digital literacy
  - iii. Conference schedule – more formalized
- b. Library board provides adequate funding and support for staffing positions to be competitive in the Petoskey area
  - i. Review current salary structure; be a leader in the community
- c. Succession planning for key staffing roles
  - i. Director
  - ii. Technology Manager

Success means: Continued staffing with high job satisfaction and low turn-over rate, who feel safe and happy working in a library that provides excellent service to the public.

4. Cultivate Curiosity: Facilitate easy access to resources, lifelong learning opportunities, technology and fun.

- a. Enhance the marketing of the unique resources and services provided at the library
  - i. Create a plan for service of the month
- b. Reduce wait times on popular materials by 20%
  - i. Run report to look at current wait time averages for in-house and digital



- ii. Increase budget to accommodate the purchase of additional titles to reduce wait times
- c. Provide materials that mirror the community's diversity and interests in preferred formats
  - i. Complete inventory of collection
  - ii. Review ILL titles and look for patterns and purchase items to fill noticeable holes
- d. Continue providing updated technology and training for staff and patrons

Success means: Reduced overall wait time on popular materials; excellent programming with high satisfaction rate; increased number of first-time users of unique services.