

Petoskey District Library Board of Trustees

500 E. Mitchell

231.758.3100

Thursday, June 27, 2024, 5:00 p.m.

Board Photo

Call to order

Agenda

Public Comment

Approval of Minutes: May 23, 2024

Approval of Bills: May 2024

Financial Statement Review

Reports:

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

Board Members' Comments:

Unfinished Business:

New Business:

1. Policy Review: General Use

Public Comments:

Adjournment:

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

Petoskey District Library

Board of Trustees Meeting Minutes May 23, 2024

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

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

Agenda: Approved by consensus.

Public Comment: none

Minutes from the April meeting: approved by consensus.

Approval of April bills:

- Ann asked about the Emmet Co. DPW bills. Val explained it was for recycling.
- Approved by consensus.

Financial Statement review:

- No questions from the board.

Friends of the Library report: Ann Barfknecht presented on behalf of the Friends.

- 2 new board members, including a treasurer
- Summer reading kickoff is June 7. The books will be provided by the Friends
- June Carnegie program: History of Walloon Lake. Will be held at CTAC auditorium for more seating capacity.
- Q. by Kim Block: Will there be a "Night at the Library" fundraiser this fall? Ann responded in the negative. They are trying to come up with a different idea.

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

- All 4 townships have now signed the library contracts (subject to approval by voters later this year).
- Speak 4 Yourself is tonight at 6:30 pm.
- Thank you to Trevor and the LTCT for help with the history of the Carnegie presentation.
- Congratulations to Quintin for being awarded the first Little Traverse Library Guild scholarship.
- The Community Recovery Alliance has turned their office into a community center.
- Summary of monthly usage report: Most numbers are up year-over-year.
- The library will have staff marching in the 4th of July parade. Board members are welcome.
- Construction update:
 - A few minor things still left to do

Comments / Questions from Township representatives:

- Resort: Holly A. was present and commented that Resort Twp loves the library.
- No other townships were represented.

Board Comments:

- Amy thanked Val and the staff for visiting the schools.
- Trevor asked if there are any events planned for Pride month. Val stated that no events are planned.

Unfinished Business:

- Student Trustee update: Mike informed the board that he and Kim interviewed 2 candidates/applicants, and explained that they were both great candidates but that Brady Olsen is our recommended choice at this time. Mike made a motion to approve Brady as the new student trustee. Trevor seconded. Approved by unanimous vote.

New Business:

- **Student Trustee exit interview** - Trevor presented the highlights of his exit interview with Quintin, including some suggestions by Quintin to improve the engagement of the student trustee. Quintin thanked the board and encouraged the board to continue the position and expressed confidence that awareness of the opportunity will grow in the high school.
- **Budget Amendment** -
 - Val explained the needed changes to the budget in capital outlay and insurance expense.
 - Kim appreciated the remaining fund balance of \$440k.
 - Ann moved to approve. Amy seconded. Approved by unanimous vote.
- **Strategic Planning:**
 - Val explained the draft template that was provided in the board packet.
 - Val requested a board volunteer for the strategic planning committee, but stated that we do not need to determine who that is today. No determination was made.
 - The survey that was put out received approximately 1000 replies. This will help the committee.
 - Val is considering conducting another survey to drill down into the results of the first survey.
 - Kim asked who took the survey. Val explained it was mostly given to library users.
 - Kim asked if we have done a strategic plan before. Val explained that yes, we are currently in the final year of a 3-year strategic plan.
 - Kim asked where the template came from. Val explained the origin and how we will use it and what we expect to get from it.

Public Comment:

- Holly A. (Resort Twp) - It would be great to have a township representative on the strategic planning committee.

Adjournment: Meeting adjourned at 5:40 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
104578	05/01/2024	4Imprint	Office/Library Supplies	608.25
104723	05/15/2024	5H Irrigation & Maintenance	Building Repair & Maintenance	100.00
104853	05/29/2024	5H Irrigation & Maintenance	Building Repair & Maintenance	100.00
104579	05/01/2024	Access Locksmithing Inc.	Building Repair & Maintenance	2,195.00
104637	05/08/2024	Alcona County Library	Miscellaneous	32.90
104798	05/22/2024	Alliance Entertainment	Audio Visual - Adult	237.71
104798	05/22/2024	Alliance Entertainment	Audio Visual - Children	64.49
104798	05/22/2024	Alliance Entertainment	Books - Adult	488.20
104799	05/22/2024	Amazon Capital Services	Programming - Children	34.29
104799	05/22/2024	Amazon Capital Services	Tech. Equipment & Software	45.43
104799	05/22/2024	Amazon Capital Services	Books - Adult	22.28
104799	05/22/2024	Amazon Capital Services	Tech. Equipment & Software	288.00
104799	05/22/2024	Amazon Capital Services	Books - Adult	19.95
104799	05/22/2024	Amazon Capital Services	Books - Adult	73.89
104799	05/22/2024	Amazon Capital Services	Audio Visual - Adult	19.96
104799	05/22/2024	Amazon Capital Services	Tech. Equipment & Software	80.78
104799	05/22/2024	Amazon Capital Services	Office/Library Supplies	5.37
104799	05/22/2024	Amazon Capital Services	Programming - Young Adult	32.92
104799	05/22/2024	Amazon Capital Services	Office/Library Supplies	75.32
104799	05/22/2024	Amazon Capital Services	Programming - Children	54.90
104580	05/01/2024	American Home Technology	Equipment	1,479.99
104580	05/01/2024	American Home Technology	Tech. Equipment & Software	8,220.01
104640	05/08/2024	AMERICAN LIBRARY ASSOC.	Memberships & Dues	85.00
104800	05/22/2024	AMERICAN LIBRARY ASSOC.	Training & Travel	150.00
104641	05/08/2024	Armstrong, Janet Elaine	Contracted Services	1,170.00
104581	05/01/2024	AT&T	Communications	197.03
104858	05/29/2024	AT&T	Communications	196.88
104644	05/08/2024	Atchison Paper & Supply	Building Supplies	466.62
104859	05/29/2024	Atchison Paper & Supply	Building Supplies	114.24
104646	05/08/2024	Baker & Taylor	Books - Adult	71.40
104803	05/22/2024	Baker & Taylor	Books - Adult	199.79
104647	05/08/2024	Bassett, Susan Jane	Contracted Services	1,320.00
104805	05/22/2024	Beauchamp, Mary	Training & Travel	777.20
104730	05/15/2024	Bemben, Robert J.	Programming - Children	99.50
104731	05/15/2024	Blue Care Network	Fringe Benefits	2,543.74
104732	05/15/2024	Blue Cross/Blue Shield Mich.	Fringe Benefits	5,239.16
104655	05/08/2024	Centaris	Contracted Services	401.00
104656	05/08/2024	Center Point Large Print	Books - Adult	60.80
104586	05/01/2024	Cintas Corp #729	Building Supplies	27.71
104586	05/01/2024	Cintas Corp #729	Building Supplies	27.71
104586	05/01/2024	Cintas Corp #729	Building Supplies	27.71
104862	05/29/2024	Cintas Corp #729	Building Supplies	27.71
104862	05/29/2024	Cintas Corp #729	Building Supplies	27.71
104587	05/01/2024	City Treas. for Utility Bills	Public Utilities	2,118.82
104587	05/01/2024	City Treas. for Utility Bills	Public Utilities	263.72
104657	05/08/2024	Collias-Glaser, Hellene Kay	Contracted Services	1,080.00
104735	05/15/2024	Cope, Michele	Programming - Children	350.00
104813	05/22/2024	Delta Dental	Fringe Benefits	297.04
104864	05/29/2024	Demco	Office/Library Supplies	156.44
104865	05/29/2024	Dennis Gartland & Niergarth	Professional Services	155.59
104817	05/22/2024	DTE Energy	Heating Fuel	356.15
104817	05/22/2024	DTE Energy	Heating Fuel	174.75

Check Number	Check Issue Date	Payee	Invoice GL Account Title	Amount
104662	05/08/2024	Ducastel, Barbara	Contracted Services	480.00
104868	05/29/2024	Elite Fund Inc.	Contracted Services	567.00
104666	05/08/2024	Envisionware Inc.	Office/Library Supplies	955.00
104668	05/08/2024	Fisher, Amy	Contracted Services	480.00
104671	05/08/2024	Gale/Cengage Learning Inc.	Books - Adult	163.15
104746	05/15/2024	Gale/Cengage Learning Inc.	Books - Adult	27.20
104823	05/22/2024	Gardziella, Tamara L	Training & Travel	49.58
104672	05/08/2024	Genesee District Library	Miscellaneous	20.00
104597	05/01/2024	GFL Environmental	Contracted Services	145.00
104747	05/15/2024	GFL Environmental	Contracted Services	145.00
104874	05/29/2024	GHD Services Inc.	Contracted Services	4,995.00
104874	05/29/2024	GHD Services Inc.	Contracted Services	7,098.00
104673	05/08/2024	Goedje, Megan	Programming - Children	16.09
104675	05/08/2024	Hammond, Linda Lawless	Contracted Services	450.00
104676	05/08/2024	Hansen, Carol Margaret	Contracted Services	150.00
104678	05/08/2024	Henry, Cameron	Contracted Services	100.00
104828	05/22/2024	Henry, Cameron	Contracted Services	50.00
104680	05/08/2024	Himebauch, Kelly L	Contracted Services	330.00
104755	05/15/2024	Ingram Library Services	Books-Children's	1,927.95
104755	05/15/2024	Ingram Library Services	Books - Young Adult	442.52
104878	05/29/2024	Integrity Business Solutions	Office/Library Supplies	54.27
104878	05/29/2024	Integrity Business Solutions	Office/Library Supplies	6.99
104682	05/08/2024	Jakeway, Patricia	Contracted Services	750.00
104756	05/15/2024	John E. Green Co.	Building Repair & Maintenance	920.00
104606	05/01/2024	Library Market	Contracted Services	2,000.00
104761	05/15/2024	MellyPop! Productions	Programming - Children	345.00
104687	05/08/2024	Metcom	Office/Library Supplies	1,402.85
104608	05/01/2024	Meyer Ace Hardware	Building Supplies	32.37
104688	05/08/2024	Meyer Ace Hardware	Building Supplies	56.25
104688	05/08/2024	Meyer Ace Hardware	Building Supplies	13.49
104830	05/22/2024	Meyer Ace Hardware	Building Supplies	13.98
104830	05/22/2024	Meyer Ace Hardware	Building Supplies	7.19
104830	05/22/2024	Meyer Ace Hardware	Building Supplies	38.68
104762	05/15/2024	Michigan Library Association	Memberships & Dues	1,008.00
104885	05/29/2024	MICHIGAN MUNICIPAL LEAGUE WC FUND	Fringe Benefits	1,032.81
104885	05/29/2024	MICHIGAN MUNICIPAL LEAGUE WC FUND	Fringe Benefits	943.33
104763	05/15/2024	Michigan Science Center	Programming - Children	185.00
104764	05/15/2024	Midwest Tape LLC	Audio Visual - Adult	25.49
104764	05/15/2024	Midwest Tape LLC	Audio Visual - Adult	42.99
104764	05/15/2024	Midwest Tape LLC	Audio Visual - Adult	117.97
104764	05/15/2024	Midwest Tape LLC	Audio Visual - Adult	42.99
104764	05/15/2024	Midwest Tape LLC	Audio Visual - Adult	44.99
104834	05/22/2024	Mitchell Graphics Inc.	Printing/Advertising/Postage	2,517.88
104886	05/29/2024	Mitchell Graphics Inc.	Printing/Advertising/Postage	587.50
104767	05/15/2024	Nayax LLC	Contracted Services	8.95
104767	05/15/2024	Nayax LLC	Contracted Services	8.95
104691	05/08/2024	Northern Copy Express Inc.	Printing/Advertising/Postage	125.27
104692	05/08/2024	Northern Gale Cleaning & Property Mgmt	Contracted Services	1,500.00
104836	05/22/2024	Northern Gale Cleaning & Property Mgmt	Contracted Services	1,350.00
104694	05/08/2024	Northland Library Cooperative	Contracted Services	4,380.25
104837	05/22/2024	OCLC Inc.	Contracted Services	9.26
104890	05/29/2024	Oriental Trading Company	Programming - Children	79.55
104890	05/29/2024	Oriental Trading Company	Programming - Children	34.15
104838	05/22/2024	Paauwe, Rebekah	Contracted Services	75.00
104770	05/15/2024	Peninsula Fiber Network LLC	Communications	89.10
104891	05/29/2024	Petersen, Elisabeth	Programming - Adult	220.00
104618	05/01/2024	PRESQUE ISLE DISTRICT LIBRARY	Miscellaneous	32.99

Check Number	Check Issue Date	Payee	Invoice GL Account Title	Amount
104893	05/29/2024	Printing Systems Inc.	Office/Library Supplies	54.81
104894	05/29/2024	Quadient Inc.	Office/Library Supplies	40.00
104620	05/01/2024	Scholastic Inc.	Books-Children's	291.50
104705	05/08/2024	Srigley, Margaret Anne	Contracted Services	210.00
104902	05/29/2024	State of Michigan-Dept of LARA	Equipment Repair & Maintenance	335.00
104781	05/15/2024	Summit Fire Protection	Contracted Services	794.00
104782	05/15/2024	Swank Movie Licensing USA Inc.	Programming - Adult	566.00
104708	05/08/2024	T-Mobile	Communications	334.76
104845	05/22/2024	Unique Management Services Inc.	Contracted Services	23.30
104790	05/15/2024	VAN BUREN DISTRICT LIBRARY	Miscellaneous	21.99
104846	05/22/2024	VSP	Fringe Benefits	153.25
104714	05/08/2024	Yallup, Tracey	Contracted Services	210.00
Grand Totals:				74,192.65

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
271-000-202.000	.00	74,192.65-	74,192.65-
271-790-724.000	10,209.33	.00	10,209.33
271-790-751.000	3,359.30	.00	3,359.30
271-790-752.000	881.37	.00	881.37
271-790-760.000	1,126.66	.00	1,126.66
271-790-760.100	2,219.45	.00	2,219.45
271-790-760.200	442.52	.00	442.52
271-790-761.000	532.10	.00	532.10
271-790-761.100	64.49	.00	64.49
271-790-801.000	155.59	.00	155.59
271-790-802.000	30,280.71	.00	30,280.71
271-790-850.000	817.77	.00	817.77
271-790-905.000	3,230.65	.00	3,230.65
271-790-912.000	976.78	.00	976.78
271-790-915.000	1,093.00	.00	1,093.00
271-790-920.000	2,382.54	.00	2,382.54
271-790-924.000	530.90	.00	530.90
271-790-930.000	3,315.00	.00	3,315.00
271-790-931.000	335.00	.00	335.00
271-790-955.000	107.88	.00	107.88
271-790-958.000	1,198.48	.00	1,198.48
271-790-958.100	786.00	.00	786.00
271-790-958.200	32.92	.00	32.92
271-790-985.000	1,479.99	.00	1,479.99
271-790-986.000	8,634.22	.00	8,634.22
Grand Totals:	74,192.65	74,192.65-	.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 = 05/01/2024-05/31/2024

Check Number	Check Issue Date	Name	GL Account	Amount
104718	05/08/2024	Benton Harbor Public Library	271790955000	6.95
104794	05/15/2024	Jackson District Library	271790955000	43.90
Grand Totals:				<u>50.85</u>

CITY OF PETOSKEY
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING MAY 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	8,760.50	17,500.00	(8,739.50)	50.06
271-081-403.000 CURRENT PROPERTY TAX	(1,367.44)	(1,634.16)	996,200.00	(997,834.16)	(.16)
271-081-405.000 PROPERTY TAX - BEAR CREEK	4.38	227,091.56	221,500.00	5,591.56	102.52
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	55.74	147,231.94	146,500.00	731.94	100.50
271-081-411.000 PROPERTY TAX - SPRINGVALE	.00	55,932.54	51,000.00	4,932.54	109.67
271-081-445.000 PENALTIES & INTEREST	.00	1,339.52	.00	1,339.52	.00
271-081-566.000 GRANTS	.00	15,200.00	25,900.00	(10,700.00)	58.69
271-081-657.000 PENAL FINES	.00	.00	50,000.00	(50,000.00)	.00
271-081-658.000 REIMBURSEMENTS	.00	1,192.18	3,500.00	(2,307.82)	34.06
271-081-687.000 PAID CARDS	285.00	1,345.00	3,500.00	(2,155.00)	38.43
271-081-692.000 COPIES	988.55	2,146.10	3,300.00	(1,153.90)	65.03
271-081-694.000 BOOK SALE	774.46	4,784.67	12,000.00	(7,215.33)	39.87
271-081-695.000 CONTRACTED WAGES	.00	6,253.00	12,000.00	(5,747.00)	52.11
271-081-696.000 MERCHANDISE SALES	59.00	119.15	.00	119.15	.00
TOTAL OPERATING REVENUE	799.69	647,998.03	1,718,400.00	(1,070,401.97)	37.71
<u>NON-OPERATING REVENUE</u>					
271-082-664.000 INTEREST INCOME	1,574.41	9,373.50	10,000.00	(626.50)	93.74
271-082-682.000 OTHER	269.12	2,496.15	3,000.00	(503.85)	83.21
271-082-684.000 BUILDING RENT	100.00	3,550.00	7,500.00	(3,950.00)	47.33
271-082-696.000 DONATIONS	245.05	15,867.68	40,000.00	(24,132.32)	39.67
TOTAL NON-OPERATING REVENUE	2,188.58	31,287.33	60,500.00	(29,212.67)	51.71
TOTAL FUND REVENUE	2,988.27	679,285.36	1,778,900.00	(1,099,614.64)	38.19

CITY OF PETOSKEY
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING MAY 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	35,324.72	176,545.21	466,600.00	290,054.79	37.84
271-790-704.000	SALARIES & WAGES - PART-TIME	17,187.38	86,199.41	248,400.00	162,200.59	34.70
271-790-724.000	FRINGE BENEFITS	18,989.50	87,426.09	231,400.00	143,973.91	37.78
271-790-751.000	OFFICE/LIBRARY SUPPLIES	3,548.70	7,406.23	9,500.00	2,093.77	77.96
271-790-752.000	BUILDING SUPPLIES	691.97	4,566.40	6,500.00	1,933.60	70.25
271-790-760.000	BOOKS - ADULT	3,810.99	12,111.65	40,000.00	27,888.35	30.28
271-790-760.100	BOOKS-CHILDREN'S	3,545.71	7,867.35	24,000.00	16,132.65	32.78
271-790-760.200	BOOKS - YOUNG ADULT	899.93	2,155.46	5,500.00	3,344.54	39.19
271-790-760.400	PERIODICALS	.00	12.00	8,000.00	7,988.00	.15
271-790-761.000	AUDIO VISUAL - ADULT	532.10	3,069.09	11,000.00	7,930.91	27.90
271-790-761.100	AUDIO VISUAL - CHILDREN	64.49	499.91	1,500.00	1,000.09	33.33
271-790-761.200	AUDIO VISUAL - YOUNG ADULT	.00	49.94	800.00	750.06	6.24
271-790-762.000	ELECTRONIC MATERIALS	.00	26,563.11	36,000.00	9,436.89	73.79
271-790-762.100	DATA BASES	.00	1,000.00	5,500.00	4,500.00	18.18
271-790-801.000	PROFESSIONAL SERVICES	155.59	2,312.50	3,000.00	687.50	77.08
271-790-802.000	CONTRACTED SERVICES	30,385.65	63,629.65	112,800.00	49,170.35	56.41
271-790-850.000	COMMUNICATIONS	817.77	2,788.68	9,000.00	6,211.32	30.99
271-790-880.000	COMMUNITY OUTREACH	.00	781.70	3,000.00	2,218.30	26.06
271-790-885.000	DONATION EXPENSE	.00	.00	4,000.00	4,000.00	.00
271-790-887.000	BANK CHARGES	24.44	163.59	500.00	336.41	32.72
271-790-905.000	PRINTING/ADVERTISING/POSTAGE	3,572.60	13,183.98	46,100.00	32,916.02	28.60
271-790-912.000	TRAINING & TRAVEL	976.78	4,191.43	9,000.00	4,808.57	46.57
271-790-915.000	MEMBERSHIPS & DUES	1,093.00	1,151.00	2,000.00	849.00	57.55
271-790-920.000	PUBLIC UTILITIES	2,382.54	12,940.80	28,000.00	15,059.20	46.22
271-790-924.000	HEATING FUEL	530.90	8,003.35	17,500.00	9,496.65	45.73
271-790-930.000	BUILDING REPAIR & MAINTENANCE	3,315.00	20,654.46	31,500.00	10,845.54	65.57
271-790-931.000	EQUIPMENT REPAIR & MAINTENANCE	335.00	489.66	15,900.00	15,410.34	3.08
271-790-937.000	INSURANCE & BONDS	.00	11,105.03	11,600.00	494.97	95.73
271-790-955.000	MISCELLANEOUS	172.01	366.21	3,500.00	3,133.79	10.46
271-790-958.000	PROGRAMMING - CHILDREN	1,542.12	3,413.95	8,500.00	5,086.05	40.16
271-790-958.100	PROGRAMMING - ADULT	870.17	2,065.17	12,000.00	9,934.83	17.21
271-790-958.200	PROGRAMMING - YOUNG ADULT	32.92	599.97	2,500.00	1,900.03	24.00
271-790-964.000	MAKERSPACE - EQUIP & SUPPLIES	20.60	1,741.69	3,000.00	1,258.31	58.06
271-790-970.000	CAPITAL OUTLAY	.00	73,967.80	105,000.00	31,032.20	70.45
271-790-985.000	EQUIPMENT	1,479.99	1,479.99	3,000.00	1,520.01	49.33
271-790-986.000	TECH. EQUIPMENT & SOFTWARE	8,829.22	9,799.82	17,100.00	7,300.18	57.31
271-790-995.000	ADMINISTRATIVE FEES	.00	7,000.00	7,000.00	.00	100.00
TOTAL LIBRARY		141,131.79	657,302.28	1,550,200.00	892,897.72	42.40

CITY OF PETOSKEY
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING MAY 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	.00	260,000.00	260,000.00	.00
271-792-992.000 INTEREST PAYMENT	.00	7,517.40	15,000.00	7,482.60	50.12
271-792-993.000 PAYING AGENT FEES	.00	.00	300.00	300.00	.00
TOTAL BOND DEBT REQUIREMENT	.00	7,517.40	275,300.00	267,782.60	2.73
TOTAL FUND EXPENDITURES	141,131.79	664,819.68	1,825,500.00	1,160,680.32	36.42
NET REVENUES OVER EXPENDITURES	(138,143.52)	14,465.68	(46,600.00)	61,065.68	31.04

CITY OF PETOSKEY

BALANCE SHEET
MAY 31, 2024

FUND 271 - LIBRARY FUND

ASSETS

271-000-001.000	CASH	(28,491.30)	
271-000-001.700	CASH - FIFTH THIRD LIBRARY	483,386.42	
271-000-056.000	ACCRUED INTEREST RECEIVABLE -	1,187.97	
271-010-004.000	WORKING FUND - LIBRARY	175.00	
271-010-026.000	TAXES RECEIVABLE - DELINQUENT	6,036.84	
		<hr/>	
	TOTAL ASSETS		<u>462,294.93</u>

LIABILITIES AND EQUITY

LIABILITIES

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

FUND EQUITY

271-000-390.000	FUND BALANCE	170,160.25	
271-000-395.000	FUND BALANCE - RESERVED	273,000.00	
	REVENUE OVER EXPENDITURES - YTD	14,465.68	
		<hr/>	
	TOTAL FUND EQUITY		<u>457,625.93</u>
	TOTAL LIABILITIES AND EQUITY		<u>462,294.93</u>

Petoskey District Library

Director's Report: June 2024

Val's Update:

1. The millage committee has created an information flyer about the millage renewal. We will be sharing the information via our email lists and Facebook.
2. The new equipment and blinds have all been installed. The quality of the sound and video projection is really nice and it is easy to set up! A big thanks to the PHSACF! The LTCT is taking the summer off of hosting the movies. Library staff has taken it on over the summer. Hopefully the LTCT will be back on board in the fall.
3. We are working with the Mackinaw Library on possibly expanding the BiblioBag – books by mail program, for those patrons.
4. The GRT program went really well and had about 75% of our students either graduate or age out of the program. The school is pleased with the outcome and have agreed to fund the tutors again next year. We will work with them on hosting the joint Title Night/Family Literacy Night in the fall, but will discontinue the winter and spring family literacy nights.
5. I spent a day in Mt Pleasant for Michigan Library Association Board training. We heard from the Michigan Department of Civil Rights and from an attorney at Fahey Schultz about financial stewardship.
6. I am applying to the University of Michigan School of Information for two possible student projects: 1. Website accessibility and 2. Journey mapping to help determine more effective patron flow in the library.
7. We hosted an all staff meeting where we celebrated the 20th anniversary on staff of Lisa Scholl. We also reviewed summer reading process and the new TOPO Adventure Kits.
8. Strategic Planning kickoff meeting will be held July 23.

Other Departmental Updates

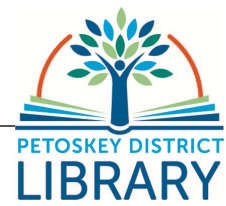
1. Julie Guirey has been hired as our new shelve.
2. We will once again be participating in the July 4 parade. We will be a marching brigade with big READ balloons.
3. Summer Reading kick off went really well. People loved the Classic K-9 group who spoke about taking care of pets and shared their agility prowess.
4. Mary B and Nisa K will be in San Diego for the annual ALA conference. June 28 – July 2.

Attached:

- Monthly statistics
- Millage renewal information

PDL: Montly Statistics Comparisons

<u>Wireless: Monthly users</u>													
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2022	2758	2673	3028	3333	3410	3434	3495	3435	2899	3155	2978	2659	34499
2023	2910	2413	2772	2762	3065	3040	3266	2994	2726	2993	2632	2517	31180
2024	2608	2652	2697	2902	2945								
%Change:	-10%	10%	-3%	5%	-4%	-11%	-7%	-13%	-6%	-5%	-12%	-5%	-10%
<u>Door Counters</u>													
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2022	5147	5574	6732	6510	6103	6934	8264	7548	6036	7110	6108	6222	78288
2023	7843	6780	7608	7498	7292	7788	8713	7429	5760	6688	6133	7301	86833
2024	6724	7346	7823	8715	6942								
%Change:	-14%	8%	3%	16%	-5%	12%	5%	-2%	-5%	-6%	0%	17%	11%
<u>Curbside Counts</u>													
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2022	55	33	39	47	27	38	44	28	36	33	32	33	445
2023	17	15	26	25	27	25	26	20	23	9	21	14	248
2024	22	17	29	24	22								
%Change:	29%	13%	12%	-4%	0%	-34%	-41%	-29%	-36%	-73%	-34%	-58%	-44%
<u>Locker Checkouts</u>													
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2022	26	27	34	51	25	38	61	38	44	36	32	27	439
2023	33	33	38	48	33	48	54	39	42	41	50	48	507
2024	42	52	29	42	29								
%Change:	27%	58%	-24%	-13%	-12%	26%	-11%	3%	-5%	14%	56%	78%	15%



Information about the Upcoming Library Millage Renewal

What Is Being Voted on?

On August 6, 2024, Little Traverse and Springvale Township residents will be voting to renew a 0.40 property millage for library operations that will allow township residents to continue with the current services contract with the Petoskey District Library.

How Do Residents Use the Petoskey District Library?

In 2023, our 20,057 residents enjoyed using our facilities and services with a combined 316,711 visits, checkouts, programs attended, meeting rooms booked, computer and wifi used, notarized documents, reference questions answered, and digital resources accessed.

Why Does the Library Need This Money?

The Petoskey District Library will use the renewal millage dollars to continue operating services for the township residents. The millage dollars support operations of the library and allow the library to serve the township residents at the same level as Petoskey city residents.

Will any of the Money Go Toward the Building Debt or Capital Expenditures?

No. The revenues from the township contracts are only used for library operations, such as staff, programming, and collections. The debt and capital expenditures will continue to be paid by Petoskey city residents.

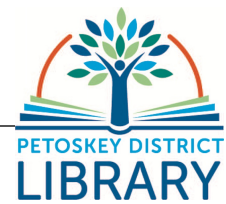
What Will Happen if the Millage Does Not Pass?

The consequences of at least one township not renewing their library millage would include: residents of that township no longer having access to Petoskey District Library collections as of December 31, 2024, and the possible reduction of library hours, affecting all library users.

How Can I Find Out How Much 0.4 Mill Is for my Property?

If you know your taxable value, multiply it by 0.0004. If you do not know your taxable value, contact either the Library (231-758-3100) or your township assessor ([Little Traverse](#): 231-526-0351; [Springvale](#): 231-348-7087). Below are some examples. Generally, but not always, the taxable value of a piece of property is half the state equalized value. This is not always the case, but was assumed for these examples:

Property Value	Estimated Taxable Value	Cost of 0.4 mill
\$150,000	\$75,000	\$30
\$250,000	\$125,000	\$50
\$500,000	\$250,000	\$100
\$1,000,000	\$500,000	\$200



How Was 0.4 Mill Established as the Level of Support Needed From the Contractual Areas?

In 2010, the Petoskey District Library Board and staff met regularly with elected officials from Bear Creek Township and Resort Township to discuss library support from the townships. The group agreed to a budget amount for operations that would allow the library to be open more hours and provide additional services. This budget could be met with 0.4 mill if both of these townships participated. When Little Traverse Township and Springvale Township joined, the library was able to expand hours even more and also increased programming and collections.

Will There Be Board Members From the Townships on the Library Board?

No. Because the millage will be used for operations only, the library will continue service to contracting townships, which does not include having a board representative. Townships are always welcome to explore joining the district in order to have representation on the Petoskey District Library Board.

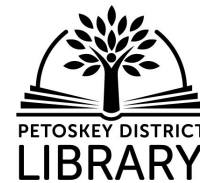
What Is the Ballot Wording for the Library Millages on August 6, 2024?

Little Traverse Township

Shall the expired previous voted increase in the tax limitations imposed under Article IX, Sec. 6 of the Michigan Constitution in Little Traverse Township, of 0.4 mills (\$0.40 per \$1,000 of taxable value), reduced to 0.3845 mills (\$0.3845 per \$1,000 of taxable value) by the required millage rollbacks, be renewed at the and increased up to the original voted 0.4 mills (\$0.40 per \$1,000 of taxable value) and levied for 4 years, 2024 through 2027 inclusive, for the purpose of obtaining library services for township taxpayers and residents. The proceeds of the millage shall only be used for the operations of the Petoskey District Library and shall not be used to service debt. A 0.4 mill renewal and increase up to the original voted 0.4 mills (\$0.40 per \$1,000 of taxable value) will raise an estimated \$166,337 in the first year the millage is levied, which will be disbursed to the Petoskey District Library or its successor for operations as the Township Board determines appropriate.

Springvale Township

Shall Springvale Township continue to levy up to 0.4 mill (\$0.40 per \$1,000 of taxable value) in the tax limitation imposed under Article IX, Sec. 6 of the Michigan Constitution for a period of 4 years, 2024 through 2027 inclusive, for the purpose of obtaining library services for township taxpayers and residents. The proceeds of the millage shall only be used for the operations of the Petoskey District Library and shall not be used to service debt. The estimate of the revenue collected if the millage is approved in 2024 is \$58,000 per year, which will be disbursed to the Petoskey District Library or its successor for operations as the Township Board determines appropriate.



Library Usage: It is the policy of the Petoskey District Library (PDL) Board of Trustees to have the Library open to all for general use and for participating in programs, events, or classes, in accordance with the following guidelines:

Circulation of materials: is limited to Library card holders, including PDL resident and non-resident cards. PDL participates in the PAC2 Consortium and accepts all PAC2 library cards, including: Boyne, Boyne Falls, Walloon Village, Charlevoix, Cheboygan, Presque Isle County, Alcona County, Montmorency County, Mackinaw, Bliss Twp., Pellston, and Tahquamenon Area Public Libraries.

~~PDL also has reciprocal borrowing agreements and accepts library cards from any of the following libraries: Beaver Island District Library, Elk Rapids District Library, Indian River Area Library, Interlochen Public Library, Kalkaska County Library, Oscoda County Library, Otsego County Libraries, Suttons Bay District Library, Topinabee Public Library, Traverse Area District Library, and Wolverine Community Library. Cardholders from these libraries must present proof of address and their library card at the circulation desk in order to register.~~

PDL also has reciprocal borrowing agreements and accepts library cards from any of the following libraries: Beaver Island District Library, Elk Rapids District Library, Fife Lake Library, Indian River Area Library, Kalkaska County Library, Oscoda County Library, Otsego County Libraries, Suttons Bay-Bingham District Library, Traverse Area District Library, and Wolverine Community Library. Cardholders from these libraries must present proof of address and their library card at the circulation desk in order to register.

Resident Cards:

- The Petoskey District Library offers borrowing privileges to all residents and property owners within the City of Petoskey, and the townships of Bear Creek, Little Traverse, Resort, and Springvale, known as the Library's "district".
- For patrons 13 years and older, the patron must provide identification to show proof of residency within the district.
- For patrons twelve years of age and under, a parent or legal guardian must show proof of residency within the district and sign the minor's Library card application. If the parent or legal guardian has their own Petoskey District Library card, said card must be in good standing (not barred or blocked) in order to sign for a minor's card.
- Library district resident cards expire after four years from the issue date. At that time, contact information will be confirmed and if still eligible, the card renewed for another four-year period.
- Temporary one-month privilege is granted for residents who do not have sufficient proof of address available during registration (3 items at a time checkout limit,

Library of Things and Hotspots are ineligible). After proof of address is given, a Library card number will be issued and the privilege will be updated.

Non-resident Cards:

- **EDU Card:** Students who attend school within the City of Petoskey or the township of Bear Creek, Little Traverse, Resort, or Springvale will be offered a one year, non-resident card at no charge.
 - Students 13 and older must visit the Library and show proof of address and proof of matriculation.
 - Students twelve and under must visit the Library with a parent or guardian who must show proof of address and proof of matriculation.
 - EDU Cards are active for one year.
 - To renew an EDU card, the student should bring in current proof of matriculation to update the card for another school year.
 - EDU cards can be issued and renewed at Petoskey High School with assistance from the PHS Media Aide.
- **EMPL Card:** People employed **by a company/organization that is** within the City of Petoskey or the townships of Bear Creek, Little Traverse, Resort, or Springvale, will be offered a one year, non-resident card at no charge, unless eligible for a PAC2 Consortium or reciprocal library card.
 - The patron must visit the Library and show proof of address and proof of employment with a current (within the past month) pay-check stub.
 - EMPL Cards expire one year from issue date.
 - To renew an EMPL Card, the patron must visit the Library and bring proof of continued employment in the district with a current (within the past month) pay-check stub.
- **NonRes Card:** If a patron would like borrowing privileges but does not meet the criteria above, a non-resident card may be purchased.
 - A yearly card is available for \$ 95.00; a six-month card is available for \$50; and a 3-month card is available for \$25.00.
 - NonRes cards will expire either one year, six months, or three months from issue date, depending on the card purchased.
 - To renew a NonRes Card, the patron must update contact information and pay the Library card fee either in person or over the phone.

Loan Policies:

- Books, Audio Books, and CDs – three weeks
- New fiction books – two weeks
- Lucky Day Books – one week, no renewals, no holds
- DVDs – one week
- Magazines (except current issue which does not circulate) – three weeks
- Kindle e-Readers – three weeks
- Wi-Fi Hotspots – two weeks

General Use Policy

Approved: April 22, 2021
Updated: October 26, 2023



- Library of Things – 1 week
- Digital library items – varies by service

Renewals:

Most items may be renewed unless there is a waiting list for the item. Renewals may be done using the PAC2 app, at the main desk, by phone, or online through our online catalog. Items may be renewed up to two times. Lucky Day books may not be renewed.

Reserves/Holds:

Reserves/holds can be placed on any circulating item in the catalog, except for Lucky Day Books. Reserves may be placed using the PAC2 app, at an information desk, by phone, or online through our catalog. When the item becomes available, the patron will be notified via email, text, or phone.

Overdues:

An overdue notice will be sent after two weeks; a second notice or call will be sent after four weeks; at eight weeks overdue, the patron will be charged replacement cost for the item. After ten weeks, if items have not been returned, the patron information may be sent to Unique Management Systems (UMS) for collections.

Fees:

- Damaged or lost items: Replacement cost, plus a \$5.00 processing fee. Replacement cost will be refunded with return of un-damaged item, up to three months after payment
- Photocopies and computer printing: B & W – 10 cents/page; Color – 25 cents/page
- 3D Prints: \$1.00 per print, plus 5 cents/gram over 10 grams of weight
- Lamination: 50 cents / per sheet
- Photo prints in the Makerspace: 50 cents / print
- Buttons from the Makerspace: the first ten buttons are free, and then each button over that is 10 cents per button.
- Fax service: outgoing, no charge; incoming – 10 cents per page.
- Notary Service: no charge
- Book sale: Prices posted
- Non-resident Library Card: \$95.00/year, \$50.00/six months, or \$25.00/quarter.
- Meeting Room fee for use by for-profit groups: \$25.00/use
- Labyrinth fee for use by for-profit groups: \$25.00/use
- Overdue fines will only be assessed on Library equipment and items in the Library of Things collection. Equipment and Library of Things items will be assessed overdue fines in the amount of \$5.00 per day late fee after their stated grace period.
- Library merchandise – prices will be posted