

Petoskey District Library Board of Trustees
Carnegie Building - 451 E. Mitchell
231.758.3100

Thursday, July 25, 2024, 5:00 p.m.

Call to order

Agenda

Public Comment

Approval of Minutes: June 27, 2024

Approval of Bills: June 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:
 - a. Long Overdue
 - b. Makerspace
 - c. Photography and Recording
2. Emmet County Senior Citizen's Millage Grant Request
3. Budget Discussion

Public Comments:

Adjournment:

Carnegie Walk Through

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 June 27, 2024

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

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

Agenda: Approved by consensus.

Public Comment: Holly from Resort Twp welcomed Brady Olson as the new student trustee.

Minutes from the May meeting: approved by consensus.

Approval of May bills:

- Amy asked about the American Home Technology expense. Val explained.
- Ann asked what GHD is. Val explained it is the construction company.
- Approved by consensus.

Financial Statement review:

- Trevor highlighted the budget YTD
- No questions from the board.

Friends of the Library report: Suzanne LeBeau presented on behalf of the Friends.

- The annual expanded used book sale starts July 25th in the library classroom and adjacent room.
- Suzanne shared a report with the board showing book sale revenues from 2012 - 2023.

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

- The grant money from the PHSACF will come in this month for the new equipment for the Petoskey film series (held at the Carnegie Bldg).
- Steve (maintenance) resumed work this week.
- The board will meet in the Carnegie Bldg in July.
- Val thanked the Friends for the ongoing financial support, which goes mainly to children's programs
- Staff will be marching in the July 4 parade and are looking for more marchers, especially kids. Meet on Hill St. at 5:30 pm.
- Kim asked about the Mackinac County BiblioBag program. Val explained how our staff will help them get their program started.
- Kim asked what will happen now that 75% of the students in the GRT program have graduated from the program. Val explained that the schools will fill the available slots starting in the fall and especially in January.
- Amy asked who the school representatives are for the GRT program. Val answered that the reps are Becky Smith and Sam Wilson.

Comments / Questions from Township representatives:

- Resort: Holly A. was present and commented that the Resort Twp drop box gets a lot of use.
- Bear Creek: Joe H. appreciated the recent meetings with Val and Mike A. (trustee) and would like to continue meeting occasionally.

Board Comments:

- Kim appreciates the flowers that have been planted out front. Val explained that the Petoskey Garden Club plants and takes care of those, as well as the ones at the Labyrinth.
- Amy thanked Val and the staff for all the great teen and tween programs offered this summer.
- Kim welcomed Brady Olson as the new student trustee.

Unfinished Business:

- None.

New Business:

- **General Use Policy update -**
 - Val explained how the reciprocal use library list was updated.
 - Val explained the change to the employee card holder policy: the employer must be located in the City of Petoskey or in one of the four townships.
 - Kim asked Val what the "Lucky Day" books are. Val explained the check out policy for those items.
 - Ann moved to approve the policy changes. Second by Trevor. Vote taken. Approved unanimously.

Public Comment:

- Joe H. (Bear Creek Twp) - Pointed out to the board that Bruce Catton, who was a well-known author and historian, has his likeness on the outside of the Carnegie Bldg.
- Garrett (Bear Creek) - asked Val about the Libby and Overdrive statistics. Val clarified and offered her theory as to why the use has increased recently. Val also explained how Hoopla and Kanopy work.

Adjournment: Meeting adjourned at 5:27 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
105166	06/26/2024	Alliance Entertainment	Audio Visual - Adult	154.33
105166	06/26/2024	Alliance Entertainment	Audio Visual - Adult	21.88
105166	06/26/2024	Alliance Entertainment	Audio Visual - Adult	35.24
105166	06/26/2024	Alliance Entertainment	Audio Visual - Adult	29.50
105166	06/26/2024	Alliance Entertainment	Audio Visual - Adult	152.40
104988	06/12/2024	Amazon Capital Services	Books - Adult	21.99
104988	06/12/2024	Amazon Capital Services	Audio Visual - Adult	106.96
104988	06/12/2024	Amazon Capital Services	Makerspace - Equip & Supplies	69.98
104988	06/12/2024	Amazon Capital Services	Office/Library Supplies	11.23
104988	06/12/2024	Amazon Capital Services	Programming - Young Adult	68.96
104988	06/12/2024	Amazon Capital Services	Office/Library Supplies	27.87
104988	06/12/2024	Amazon Capital Services	Tech. Equipment & Software	79.31
104988	06/12/2024	Amazon Capital Services	Programming - Children	31.95
104988	06/12/2024	Amazon Capital Services	Office/Library Supplies	4.98
104988	06/12/2024	Amazon Capital Services	Office/Library Supplies	13.99
104988	06/12/2024	Amazon Capital Services	Programming - Children	10.95
104988	06/12/2024	Amazon Capital Services	Building Supplies	31.49
104988	06/12/2024	Amazon Capital Services	Office/Library Supplies	15.22
104988	06/12/2024	Amazon Capital Services	Office/Library Supplies	9.99
105169	06/26/2024	American Home Technology	Tech. Equipment & Software	3,214.63
104989	06/12/2024	Armstrong, Janet Elaine	Contracted Services	870.00
105171	06/26/2024	AT&T	Communications	196.88
104911	06/05/2024	Atchison Paper & Supply	Office/Library Supplies	73.20
104911	06/05/2024	Atchison Paper & Supply	Building Supplies	246.65
104991	06/12/2024	Atchison Paper & Supply	Building Supplies	40.25
104912	06/05/2024	Baker & Taylor	Books - Adult	39.60
105172	06/26/2024	Baker & Taylor	Books - Adult	11.39-
105172	06/26/2024	Baker & Taylor	Books - Adult	60.60
105172	06/26/2024	Baker & Taylor	Books - Adult	114.00
104993	06/12/2024	Bassett, Susan Jane	Contracted Services	570.00
105081	06/19/2024	Blue Care Network	Fringe Benefits	2,543.74
105082	06/19/2024	Blue Cross/Blue Shield Mich.	Fringe Benefits	5,239.16
104998	06/12/2024	Centaris	Contracted Services	401.00
104918	06/05/2024	Center Point Large Print	Books - Adult	24.00
105180	06/26/2024	Center Point Large Print	Books - Adult	54.54
105180	06/26/2024	Center Point Large Print	Books - Adult	55.24
105180	06/26/2024	Center Point Large Print	Books - Adult	85.57
104919	06/05/2024	Cintas Corp #729	Building Supplies	27.71
104919	06/05/2024	Cintas Corp #729	Building Supplies	27.71
104919	06/05/2024	Cintas Corp #729	Building Supplies	27.71
104921	06/05/2024	City Treas. for Utility Bills	Public Utilities	2,125.12
104921	06/05/2024	City Treas. for Utility Bills	Public Utilities	288.68
105185	06/26/2024	Delta Dental	Fringe Benefits	297.04
105186	06/26/2024	DTE Energy	Heating Fuel	80.66
105186	06/26/2024	DTE Energy	Heating Fuel	62.10
105001	06/12/2024	Ducastel, Barbara	Contracted Services	270.00
105093	06/19/2024	Elevate Technology Partners LLC	Equipment Repair & Maintenance	1,825.00
105008	06/12/2024	Fisher, Amy	Contracted Services	270.00
104931	06/05/2024	Gale/Cengage Learning Inc.	Books - Adult	26.39-
104931	06/05/2024	Gale/Cengage Learning Inc.	Books - Adult	136.75
105098	06/19/2024	GFL Environmental	Contracted Services	145.00
105100	06/19/2024	Haley's Plumbing & Heating	Contracted Services	150.00

Check Number	Check Issue Date	Payee	Invoice GL Account Title	Amount
105194	06/26/2024	Haley's Plumbing & Heating	Building Repair & Maintenance	300.00
105014	06/12/2024	Hammond, Linda Lawless	Contracted Services	330.00
105015	06/12/2024	Hansen, Carol Margaret	Contracted Services	150.00
105195	06/26/2024	Harbor House Publishers	Printing/Advertising/Postage	690.00
105016	06/12/2024	Himebauch, Kelly L	Contracted Services	150.00
105020	06/12/2024	Ingram Library Services	Books-Children's	1,746.31
105020	06/12/2024	Ingram Library Services	Books - Young Adult	554.98
105021	06/12/2024	Jakeway, Patricia	Contracted Services	240.00
105199	06/26/2024	John E. Green Co.	Building Repair & Maintenance	578.18
104943	06/05/2024	MARCO LLC	Contracted Services	31.59
104944	06/05/2024	Meyer Ace Hardware	Building Supplies	17.07
105110	06/19/2024	Meyer Ace Hardware	Building Supplies	1.38
105110	06/19/2024	Meyer Ace Hardware	Building Supplies	49.10
105204	06/26/2024	Meyerson, Valerie	Training & Travel	374.95
105206	06/26/2024	MIDWEST COLLABORATIVE	Memberships & Dues	125.00
104947	06/05/2024	Midwest Tape LLC	Audio Visual - Adult	39.99
104947	06/05/2024	Midwest Tape LLC	Audio Visual - Adult	180.96
105207	06/26/2024	Midwest Tape LLC	Audio Visual - Adult	182.96
105207	06/26/2024	Midwest Tape LLC	Audio Visual - Adult	44.99
105207	06/26/2024	Midwest Tape LLC	Audio Visual - Adult	123.98
105030	06/12/2024	Mitchell Graphics Inc.	Printing/Advertising/Postage	4,189.00
105031	06/12/2024	MOTION PICTURE LICENSING CORP.	Programming - Adult	286.04
105209	06/26/2024	Nayax LLC	Bank Charges	8.95
104951	06/05/2024	Northern Gale Cleaning & Property Mgmt	Contracted Services	1,500.00
105115	06/19/2024	Northern Gale Cleaning & Property Mgmt	Contracted Services	1,520.00
104954	06/05/2024	OneAmerica	Fringe Benefits	96.75
105117	06/19/2024	Peninsula Fiber Network LLC	Contracted Services	89.10
105216	06/26/2024	Petersen, Elisabeth	Programming - Adult	200.00
105039	06/12/2024	Petoskey Regional Chamber	Community Outreach	50.00
105039	06/12/2024	Petoskey Regional Chamber	Community Outreach	165.00
104959	06/05/2024	Proquest LLC	Data Bases	1,563.35
105127	06/19/2024	REID FURNITURE COMPANY	Capital Outlay	10,832.40
104962	06/05/2024	SALINE DISTRICT LIBRARY	Miscellaneous	14.99
105222	06/26/2024	Smith, Christine R.	Programming - Adult	190.00
105050	06/12/2024	Srigley, Margaret Anne	Contracted Services	180.00
105054	06/12/2024	STURGEON RIVER POTTERY	Programming - Children	332.60
104968	06/05/2024	T-Mobile	Communications	335.75
105135	06/19/2024	Traverse City Record- Eagle	Periodicals	352.83
105058	06/12/2024	Trophy Case, The	Office/Library Supplies	18.00
105136	06/19/2024	Unique Management Services Inc.	Contracted Services	34.95
105136	06/20/2024	Unique Management Services Inc.	Contracted Services	34.95-
105147	06/20/2024	Unique Management Services Inc.	Contracted Services	34.95
105137	06/19/2024	UNITED STATES POSTAL SERVICE	Printing/Advertising/Postage	837.55
105137	06/20/2024	UNITED STATES POSTAL SERVICE	Printing/Advertising/Postage	837.55-
105148	06/20/2024	UNITED STATES POSTAL SERVICE	Printing/Advertising/Postage	837.55
105061	06/12/2024	USI	Office/Library Supplies	67.94
105140	06/19/2024	Van's Business Machines	Equipment Repair & Maintenance	147.41
105140	06/20/2024	Van's Business Machines	Equipment Repair & Maintenance	147.41-
105151	06/20/2024	Van's Business Machines	Equipment Repair & Maintenance	147.41
105234	06/26/2024	VSP	Fringe Benefits	153.25
105065	06/12/2024	Yallup, Tracey	Contracted Services	120.00
Grand Totals:				49,620.28

GL Account	Debit	Credit	Proof
271-000-202.000	1,057.69	50,677.97-	49,620.28-
271-790-724.000	8,329.94	.00	8,329.94
271-790-751.000	242.42	.00	242.42
271-790-752.000	469.07	.00	469.07
271-790-760.000	592.29	37.78-	554.51
271-790-760.100	1,746.31	.00	1,746.31
271-790-760.200	554.98	.00	554.98
271-790-760.400	352.83	.00	352.83
271-790-761.000	1,073.19	.00	1,073.19
271-790-762.100	1,563.35	.00	1,563.35
271-790-802.000	7,056.59	34.95-	7,021.64
271-790-850.000	532.63	.00	532.63
271-790-880.000	215.00	.00	215.00
271-790-887.000	8.95	.00	8.95
271-790-905.000	6,554.10	837.55-	5,716.55
271-790-912.000	374.95	.00	374.95
271-790-915.000	125.00	.00	125.00
271-790-920.000	2,413.80	.00	2,413.80
271-790-924.000	142.76	.00	142.76
271-790-930.000	878.18	.00	878.18
271-790-931.000	2,119.82	147.41-	1,972.41
271-790-955.000	14.99	.00	14.99
271-790-958.000	375.50	.00	375.50
271-790-958.100	676.04	.00	676.04
271-790-958.200	68.96	.00	68.96
271-790-964.000	69.98	.00	69.98
271-790-970.000	10,832.40	.00	10,832.40
271-790-986.000	3,293.94	.00	3,293.94
Grand Totals:	51,735.66	51,735.66-	.00

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

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

CITY OF PETOSKEY
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING JUNE 30, 2024

FUND 271 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>OPERATING REVENUE</u>					
271-081-402.000 STATE AID	.00	8,760.50	17,500.00	(8,739.50)	50.06
271-081-403.000 CURRENT PROPERTY TAX	.00	(1,634.16)	996,200.00	(997,834.16)	(.16)
271-081-405.000 PROPERTY TAX - BEAR CREEK	318.66	227,410.22	221,500.00	5,910.22	102.67
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	147,231.94	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	7,084.00	22,284.00	25,900.00	(3,616.00)	86.04
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	390.00	1,735.00	3,500.00	(1,765.00)	49.57
271-081-692.000 COPIES	105.35	2,251.45	3,300.00	(1,048.55)	68.23
271-081-694.000 BOOK SALE	1,742.85	6,527.52	12,000.00	(5,472.48)	54.40
271-081-695.000 CONTRACTED WAGES	.00	6,253.00	12,000.00	(5,747.00)	52.11
271-081-696.000 MERCHANDISE SALES	.00	119.15	.00	119.15	.00
TOTAL OPERATING REVENUE	9,640.86	657,638.89	1,718,400.00	(1,060,761.11)	38.27
<u>NON-OPERATING REVENUE</u>					
271-082-664.000 INTEREST INCOME	1,163.86	10,537.36	10,000.00	537.36	105.37
271-082-682.000 OTHER	559.62	3,055.77	3,000.00	55.77	101.86
271-082-684.000 BUILDING RENT	2,017.50	5,567.50	7,500.00	(1,932.50)	74.23
271-082-696.000 DONATIONS	18,405.23	34,272.91	40,000.00	(5,727.09)	85.68
TOTAL NON-OPERATING REVENUE	22,146.21	53,433.54	60,500.00	(7,066.46)	88.32
TOTAL FUND REVENUE	31,787.07	711,072.43	1,778,900.00	(1,067,827.57)	39.97

CITY OF PETOSKEY
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING JUNE 30, 2024

FUND 271 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>LIBRARY</u>						
271-790-702.000	SALARIES & WAGES - FULL-TIME	52,884.72	229,429.93	466,600.00	237,170.07	49.17
271-790-704.000	SALARIES & WAGES - PART-TIME	22,979.21	109,178.62	248,400.00	139,221.38	43.95
271-790-724.000	FRINGE BENEFITS	30,724.38	118,150.47	231,400.00	113,249.53	51.06
271-790-751.000	OFFICE/LIBRARY SUPPLIES	249.41	7,655.64	9,500.00	1,844.36	80.59
271-790-752.000	BUILDING SUPPLIES	469.07	5,035.47	6,500.00	1,464.53	77.47
271-790-760.000	BOOKS - ADULT	554.51	12,666.16	40,000.00	27,333.84	31.67
271-790-760.100	BOOKS-CHILDREN'S	1,746.31	9,613.66	24,000.00	14,386.34	40.06
271-790-760.200	BOOKS - YOUNG ADULT	554.98	2,710.44	5,500.00	2,789.56	49.28
271-790-760.400	PERIODICALS	352.83	364.83	8,000.00	7,635.17	4.56
271-790-761.000	AUDIO VISUAL - ADULT	1,073.19	4,142.28	11,000.00	6,857.72	37.66
271-790-761.100	AUDIO VISUAL - CHILDREN	.00	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	1,563.35	2,563.35	5,500.00	2,936.65	46.61
271-790-801.000	PROFESSIONAL SERVICES	.00	2,312.50	3,000.00	687.50	77.08
271-790-802.000	CONTRACTED SERVICES	7,031.54	70,661.19	112,800.00	42,138.81	62.64
271-790-850.000	COMMUNICATIONS	621.73	3,410.41	9,000.00	5,589.59	37.89
271-790-880.000	COMMUNITY OUTREACH	215.00	996.70	3,000.00	2,003.30	33.22
271-790-885.000	DONATION EXPENSE	.00	.00	4,000.00	4,000.00	.00
271-790-887.000	BANK CHARGES	56.25	219.84	500.00	280.16	43.97
271-790-905.000	PRINTING/ADVERTISING/POSTAGE	6,488.97	19,672.95	46,100.00	26,427.05	42.67
271-790-912.000	TRAINING & TRAVEL	1,220.09	5,411.52	9,000.00	3,588.48	60.13
271-790-915.000	MEMBERSHIPS & DUES	206.00	1,357.00	2,000.00	643.00	67.85
271-790-920.000	PUBLIC UTILITIES	2,413.80	15,354.60	28,000.00	12,645.40	54.84
271-790-924.000	HEATING FUEL	142.76	8,146.11	17,500.00	9,353.89	46.55
271-790-930.000	BUILDING REPAIR & MAINTENANCE	878.18	21,532.64	31,500.00	9,967.36	68.36
271-790-931.000	EQUIPMENT REPAIR & MAINTENANCE	1,972.41	2,462.07	15,900.00	13,437.93	15.48
271-790-937.000	INSURANCE & BONDS	.00	11,105.03	11,600.00	494.97	95.73
271-790-955.000	MISCELLANEOUS	30.99	397.20	3,500.00	3,102.80	11.35
271-790-958.000	PROGRAMMING - CHILDREN	523.59	3,937.54	8,500.00	4,562.46	46.32
271-790-958.100	PROGRAMMING - ADULT	676.04	2,741.21	12,000.00	9,258.79	22.84
271-790-958.200	PROGRAMMING - YOUNG ADULT	174.43	774.40	2,500.00	1,725.60	30.98
271-790-964.000	MAKERSPACE - EQUIP & SUPPLIES	69.98	1,811.67	3,000.00	1,188.33	60.39
271-790-970.000	CAPITAL OUTLAY	10,832.40	84,800.20	105,000.00	20,199.80	80.76
271-790-985.000	EQUIPMENT	.00	1,479.99	3,000.00	1,520.01	49.33
271-790-986.000	TECH. EQUIPMENT & SOFTWARE	3,293.94	13,093.76	17,100.00	4,006.24	76.57
271-790-995.000	ADMINISTRATIVE FEES	.00	7,000.00	7,000.00	.00	100.00
TOTAL LIBRARY		150,000.06	807,302.34	1,550,200.00	742,897.66	52.08

CITY OF PETOSKEY
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING JUNE 30, 2024

FUND 271 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>BOND DEBT REQUIREMENT</u>					
271-792-991.000 PRINCIPAL PAYMENT	.00	.00	260,000.00	260,000.00	.00
271-792-992.000 INTEREST PAYMENT	.00	7,517.40	15,000.00	7,482.60	50.12
271-792-993.000 PAYING AGENT FEES	.00	.00	300.00	300.00	.00
TOTAL BOND DEBT REQUIREMENT	.00	7,517.40	275,300.00	267,782.60	2.73
TOTAL FUND EXPENDITURES	<u>150,000.06</u>	<u>814,819.74</u>	<u>1,825,500.00</u>	<u>1,010,680.26</u>	<u>44.64</u>
NET REVENUES OVER EXPENDITURES	<u>(118,212.99)</u>	<u>(103,747.31)</u>	<u>(46,600.00)</u>	<u>(57,147.31)</u>	<u>(222.63)</u>

CITY OF PETOSKEY

BALANCE SHEET
JUNE 30, 2024

FUND 271 - LIBRARY FUND

ASSETS

271-000-001.000	CASH	(178,491.25)	
271-000-001.700	CASH - FIFTH THIRD LIBRARY	515,173.38	
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>344,081.94</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	(103,747.31)	
		<hr/>	
	TOTAL FUND EQUITY		<u>339,412.94</u>
			<hr/>
	TOTAL LIABILITIES AND EQUITY		<u>344,081.94</u>

Petoskey District Library

Director's Report: July 2024

Val's Update:

1. I spent many hours on the public service desks this past month, covering for vacations, conference, and some out sick.
2. We are working with the Mackinaw Library on expanding the BiblioBag – books by mail program, for thier patrons. Their director is having difficulty with promotion and is working on new ways to get the word out.
3. Strategic Planning kickoff meeting will be held July 23. More will be reported at the meeting.
4. TOPOAdventures are now available to check out - give one a try. They are temporarily located in the main foyer and will be part of the Library of Things after a month of initial promotion
5. Our marching brigade was a big success in the fourth of July parade. We have heard lots of great feedback.
6. Our new calendar and meeting room software system will be launching in the next few weeks.
7. Summer reading programs are going strong. The library has been very.
8. We are beginning the budget process. I have met with all staff that have budget responsibilities to discuss future needs.
9. I attached to this report a list of the local businesses/organizations in our area that have employee cards with us. This means one of their employees, who was not eligible for a library card from us or any other reciprocal library, receives our card as an employee of one of our local businesses or organizations.

Attached:

- Monthly statistics
- List of businesses that have staff members with an Employee Card.

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	2958							
%Change:	-10%	10%	-3%	5%	-4%	-3%	-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	8293							
%Change:	-14%	8%	3%	16%	-5%	6%	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	12							
%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	22							
%Change:	27%	58%	-24%	-13%	-12%	-54%	-11%	3%	-5%	14%	56%	78%	15%

List of Businesses with Employee Card

Workplace:	#Empl:	Workplace:	#Empl:
McLaren	13	McDonald's	1
Boyne Resorts	4	McKillip Painting	1
North Central Michigan College	4	Michigan Education Association	1
Emmet County	3	Mitchell St Pub	1
LTBB Odawa	3	Norris Councelling	1
Central Elementary School	2	Northern Anesthesia Providers	1
Harbor Light Christian Academy	2	Northwestern Michigan Health Department	1
Kilwins	2	Nrth Country Community Mental Health	1
Little Traverse Conservancy	2	OHM Advising	1
Montessori	2	Petoseky Field House	1
Odawa Casino	2	Petoskey Concord Academy	1
Ottawa Elementary	2	Petoskey Marriot	1
Petoskey Family Medecine	2	Petoskey Middle School	1
Petoskey Farms, Vineyard, and Winery	2	Petoskey Pediatrics	1
Petoskey Surgeons	2	Petoskey Pretzel	1
Salvation Army Corps	2	Petoskey Professional Counselors	1
Women's Resource Center	2	Plunkett Cooney Attorneys & Counselors	1
Alcona Health Center - Petoskey Branch	1	Professional Pet Services?	1
B May bags	1	Public Schools of Petoskey	1
Bay Harbor Inn	1	Rasmussen & Teller	1
Breath of Life Chiropractic	1	Sheren	1
Char-Em United Way	1	Spectrum	1
Circuit Controls	1	St Francis	1
City of Petoskey	1	Starbucks	1
Counseling Services of Northern Michigan	1	Studio B Salon	1
Crooked Tree Arts Center School of ballet	1	Sunrise Electronics	1
D & W	1	Sysco Distribution	1
Discover Chiropractics	1	Tap 30	1
Emmanuel Episcopal Chruch	1	Tillie's Tafel	1
Grandpa Shorter's	1	Tip of the Mitt Orthodontics	1
Great Lakes Center for the Arts	1	Walmart	1
Harbor Hall	1	Wequetonsing Association	1
High Five Spirits	1	Wolfsdorf Rosenthal LLP	1
Home Depot	1	YMCA Northern MI	1
Illaria Salon	1		
Independence Village	1		
Infinity Eye Care	1		
Jellystone	1		
Jervis B Webb	1		
Joie de Vivre	1		
Korthase Flynn	1		
L'Arbre Croche Club	1		
Little Traverse Electric	1		
Little Traverse Health Clinic	1		
Lucky's	1		
Mallard Cove	1		

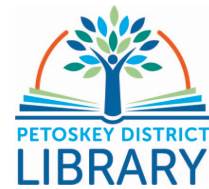


The nature of a public library is to borrow items and return them for other patrons to use. In some instances, this may not occur in a timely manner. In order to provide the best services to all the patrons of the Petoskey District Library, it is the policy of the library board of trustees to set a process for assisting in collecting overdue items.

Although three weeks is a standard check out for most items, some items in the library collection check out for a shorter period of time. It is up to the patron to know and understand when their items are due. Patrons with overdue items will be notified in the following manner:

1. At two weeks late, a system generated notice #1 will be mailed, ~~or~~ emailed, or text, depending on patron stated preference.
2. At four weeks late, a system generated notice #2 will be mailed or emailed, depending on patron stated preference.
3. At eight weeks late, items are moved into an “assumed lost” status which charges the patron record the cost of the item and a \$5.00 processing fee. A system generated bill notice is then mailed to the patron. Return the items and all bills will be removed.
4. At approximately nine weeks overdue, patrons will receive a phone call from library staff, urging them to return the items or discuss a payment plan with staff.
5. At ten weeks overdue, if there is \$75 owed, in assumed lost items, with at least one item overdue, patron will be sent to the library’s collection agency, Unique Management System. A \$13 referral fee will be added to the patron’s account at this time. If items are returned, all bills associated with that item except the \$13 referral fee, will be removed.

5-6.



Welcome to Petoskey District Library's Makerspace

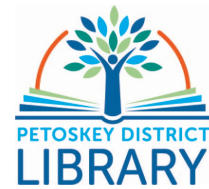
It is the policy of the Petoskey District Library (PDL) Board of Trustees to promote creativity, ingenuity, and entrepreneurship. The Makerspace supports lifelong learning and realization of ideas in a new way through hands-on creation and technology.

Guidelines for Use

1. The Makerspace area is reserved for patrons using Makerspace equipment and supplies, for patrons attending a library program or meeting, and for any patrons aged 13-19, including all seventh graders. Special usage may be given with prior notice to the director.
2. The computer in the Makerspace is provided for Makerspace related projects and is not to be used for general computing.
3. Tools and equipment are available to makers on a first come, first served basis.
4. Tools used in the space must be returned by the maker to their original location in a clean state. The workspace also needs to be cleaned before the maker leaves.
5. PDL is only able to provide free consumable materials on a limited basis. The maker agrees to avoid wasting supplies and materials.
6. PDL does not accept responsibility if a project is destroyed, does not print correctly, or does not work.
7. PDL is not responsible for equipment or files left behind.
8. PDL reserves the right to halt, delete, or disallow the creation of items that violate PDL policy, including the creation of weapons, pornography, or illegal items.
9. ~~Some tools require specific safety gear the use of which is described in certification training. All safety gear must be worn as appropriate.~~
10. PDL's Code of Conduct and Internet Use Policy apply to the Makerspace.
11. ~~Library staff will provide very limited assistance in using the equipment and software or transporting of supplies, equipment, or furniture to and from the Makerspace.~~
12. Use of the Makerspace signifies agreement with this policy and guidelines.
13. Makerspace Assistant will be available for training and questions most days. Please ask for the current schedule. Library staff will be available for limited assistance after training.

Requirements & Costs

1. ~~Makerspace Use and Release Agreement must be signed by all makers prior to using the Makerspace.~~
2. Makers aged 13-17 may use the Makerspace without adult supervision.



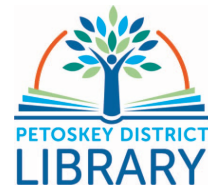
3. Children under the age of 13 ~~must have a parent, or legal guardian sign the Makerspace Use and Release Agreement and~~ must be accompanied and supervised by a responsible adult while using the Makerspace. **The number of children being supervised per adult must be reasonable so as to not create chaos or an unsafe environment.**
4. All makers must participate in mandatory, in person, certification training in order to use certain tools; they may not use these tools until certification training has been complete, as confirmed by PDL staff. This includes, but is not limited to 3D Printing and Button Maker. 3D printer certification is now available via the website Tutorial. Ask at the Teen Desk for more information.
5. When using a tool that does not require certification, the maker is certifying that he/she is capable of using that item in a safe and proper manner.
6. Staff is available to assist in explaining operation of tools and equipment as time allows, and will make available upon request materials such as manuals.
7. Makers with disabilities who need special arrangements or accommodations are requested to notify staff as far in advance as possible before their expected time of use.
8. Makers may bring in his/her own materials, but staff must approve all user-supplied materials before they are used on equipment. PDL staff reserve the right to disapprove certain materials, tools, etc., in their discretion.
9. PDL supplies materials for the 3D printers, button maker, laminator, and the photo printer.

Fees:

- Photocopies and computer printing: B & W – 10 cents/page; Color – 0 cents/page
- 3D Prints: \$1.00 per print, plus 5 cents/gram over 10 grams of weight
- Lamination: 50 cents / per full sheet or 10cents for a business card sized 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.

Safety Guidelines

1. Certain items may require hair and any dangling items, like jewelry, to be secured or covered before use.
2. If a maker sees that any tool or piece of equipment is unsafe or in a state of disrepair, the maker must immediately discontinue use of the tool and notify PDL staff.
3. The maker must report to a staff member any accident or incident that occurs and if unsafe behavior is witnessed, that behavior should be reported to a staff member at the time of the incident.
4. Projects and materials may be subject to approval by staff prior to use of machinery.



Use and Release Agreement

You are required to read the following information very carefully and make sure that you understand it fully and sign it before using the Petoskey District Library's Makerspace or participating in a program in the Makerspace.

I, _____, agree to abide by the Petoskey District Library Policies. I am fully aware that participation in the Makerspace may result in risk of personal injury or harm. In consideration of being granted the opportunity to participate, I hereby agree to release and hold harmless the Petoskey District Library, its officers, employees, volunteers, committees and boards, from and against any and all liability, loss, damages, claims, or actions (including costs and attorney fees) for bodily injury and/or property damage, to the extent permissible by law.

This indemnification and hold harmless agreement shall include indemnity against all costs (including without limitation, reasonable attorney's fees and court costs), expenses and liabilities incurred in or in connection with any such claim or proceeding brought thereon and in defense thereof.

I certify that I have been properly trained on the use of the following equipment and agree to follow proper use and safety guidelines:

Equipment:	Initial/date when training complete:
_____ 3D printer	_____
_____ Button maker	_____

I have read and understand this release, indemnification and hold harmless form & I voluntarily sign it.

Name

Signature

Date

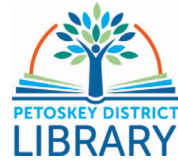
Parent/Guardian Name - if child above is under 18

Parent/Guardian Signature

Address

Email Address

Telephone #



It is the policy of the Board of Directors (the "Board") of the Petoskey District Library (the "Library") to permit video filming, audio recording, and photography under the conditions described herein. However, this policy does prohibit any of the above that interferes with operations, safety, security, programs, and activities of the Library, or is not consistent with the Library's Bylaws and the Michigan Library Privacy Act. Those not following this policy may be asked to stop what they are doing and/or leave the facility.

The Board hereby authorizes video filming, audio recording, and photography in Library facilities as follows:

Photography or recording by Library staff

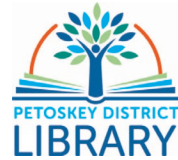
The Library and its representatives reserve the right to document its services and the public's use of the Library by taking photographs and making video or audio recordings of its events and participants for use in promotional materials. The Library may also use photos, images, and videos submitted by other users. To ensure the privacy of all individuals, including children, images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent or legal guardian. Attending a library event provides informed consent to being recorded or photographed. Those wishing not to be recorded or photographed should inform the photographer or Library staff.

Photography or recording by members of the public or media

Casual amateur photography and recording for personal use is permitted in the Library facilities provided that such recording does not interfere in any way with Library operations or violate the Michigan Library Privacy Act, except as otherwise permitted in paragraph 1 by the Library itself. Photography and recording is not permitted in meeting rooms, staff areas, and bathrooms, unless approved by the Director or Board.

Recordings of Library Board meetings and other library meetings subject to the Open Meetings Act are permissible, to the extent of the law.

In no circumstances may anyone take a photo or record a Library patron without the consent of the patron, or their parent/guardian (if a minor).



Commercial or media photography or recording inside Library facilities requires the permission of the Library Director or designated Supervisor. The Library requires printed acknowledgement when photographs/video recordings using the library are used for commercial purposes. For commercial/media requests, please call 231.758.3100 or email library@petoskeylibrary.org.

Recordings for Groups and Non-Library Events in the Meeting Rooms

Groups arranging meetings in the library's meeting rooms may arrange for photographers or news media during their event. Recording or photography for such events is restricted to the space reserved by the group and may not take place in other areas of the library.

News media wishing to use the Library's facilities as an interview venue for stories or projects that do not relate to the library itself, should contact the Library in advance.

Request for Permission to Take Photographs or Recordings

Written requests for commercial photography must include the following information:

- Name and description of the organization or individual making the request.
- Project description, including the context and way in which the Library is to be portrayed, and the intended use of the resulting material.
- Date(s) requested.
- Specific time and duration of proposed shoot
- Number of people and the amount and type of equipment involved, including vehicles.
- Potential disruption (sound, light, physical, etc.) of Library activities.
- Specific location(s) request.

Library staff may terminate any photo or video sessions they determine to be in violation of the above guidelines or inconsistent with public safety.

Budget Discussion: July 2024

I am working on the budget process with the assumption that all four township millages will pass. The plan moving forward: if either Springvale or Little Traverse fail, we will ask both Townships to try again on the November ballot and we will then ask the millage committee to do a stronger campaign for all four townships. At that same time, I will work on some worst-case scenario budgeting.

Keep in mind that total township revenues are about 40% of our total operating revenue, so if all four millages fail, it will be devastating to our operations. I am still confident that this will NOT occur, but am beginning the thought process on how to cut services. The August primary will give us an inkling of how to proceed.

In the meantime, it is budget as usual.

I would like to propose a 4% salary increase this year. Last year part-time received a 4% and Full-time received a 2% increase. While we are fairly in line with what where other libraries are at, our part-time are still below the local average. The Cost of Living Adjustment (COLA) is anticipated to be about 3% this year. By providing a 4% across the board increase, we will make a small adjustment up in our average. Our wage scale will stay the same as 2024.

Other items of note:

1. Strategic planning, some additional funds for possible contractual assistance and printing.
2. We are planning on replacing our laptop lab this year. This will provide laptops for in house patron checkouts, as well as when we host any technology programs, like our code club, or software training.
3. We are planning on adding and upgrading a few security cameras.
4. You will also see an increase in our maintenance budget. Now that we have a good handle on our regular maintenance costs, we are working on upkeep of the building. We have included a few items to repair like painting the condenser unit platform on the roof, which was pulled from the capital project last year.
5. We are currently analyzing the circulation of certain collections and will be tweaking those budgets accordingly. We will be concentrating on getting more copies of popular items to reduce our holds ratios of print and digital editions. Our collection budget is targeted to increase about 10% this year to help support this endeavor.
6. I am targeting surplus revenues to continue to build our fund balance.