

**Petoskey District Library Board of Trustees**

231.758.3100

500 E. Mitchell St Petoskey

Thursday, October 24, 2024, 5:00 p.m.

**Call to order**

**Agenda**

**Public Comment**

**Approval of Minutes:** September 26, 2024

**Approval of Bills:** September 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. New PT Sick Leave Policy
2. Updated Wage Scale
3. Early closure Wednesday, Nov 27, 2024.
4. Policy Review:
  - a. Administration
  - b. Meeting Room
  - c. Teen Room
5. Emmet County 2025 Agreement for Senior Citizen Services

**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 September 26, 2024

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

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

**Agenda:** Approved by consensus.

**Public Comment:** None.

**Minutes from the August meeting:** approved by consensus.

**Approval of August bills:**

- Ann asked about the David Hoffman landscaping bill. Val explained the work that was covered.
- Ann asked about the Oakland University bill. Val explained that this was for a lost book.
- Approved by consensus.

**Financial Statement review:**

- Trevor asked Val about the tax revenue variance. Val explained.
- Ann asked about the increase in penal fines. Val explained that it is unpredictable.

**Friends of the Library report:** Ethel from the FOL board presented on behalf of the Friends.

- Several board members have recently retired from the board, but they did pick up 2 new ones.
- They have been helping with family literacy night.
- The various committees have been meeting lately.

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

- We received funding from the Commission on Aging to expand our BiblioBag program to the whole county, working in partnership with the other three Emmet County Libraries: Mackinaw, Alanson, and Harbor Springs.
  - Kim asked if we need more staff to expand this program. Val explained why we don't.
- Kim asked about our sister city in Japan and if there is a trip to Japan planned. Val explained that the delegation is going next year.
- Kim asked about door repairs. Val explained.
- Amy asked how often there is CPR certification for employees. Val responded that it is every 2 years and described the scope of the training.

**Comments / Questions from Township representatives:**

- Resort: Holly informed the board regarding township hall renovations and how these are affecting access to the drop box.
- Bear Creek: Garrett asked if the CPR training included AED training. Val said yes, it does.

**Board Comments:**

- Ann asked if we are touring the Carnegie Building this year. The board discussed it and decided to wait until next year.
- Trevor advised that he had seen someone sleeping on the bench to the right of the front doors.
- Amy recently toured the Missoula library, which was built in 2019, and noted the following:
  - There were a lot of homeless people in and around the library.
  - Everyone was treated with respect by the staff.
  - The furniture was very nice
  - Thanked our staff for treating everyone nicely.
  - She was impressed with the new innovations there.
- Brady asked about the collaboration between our youth department and the Great Lakes Center for the Arts. Val described the current and upcoming programs.

**Unfinished Business:**

- None.

**New Business:**

- **Budget approval**
  - Val went through the proposed budget line-by-line with the board and audience.
  - Our revenues are looking good for 2025 and we will increase our fund balance.
  - Mike asked about reimbursements and contracted wages. Val explained.
- **SOAR brainstorming exercise with board**
  - Val led the board through this exercise to generate ideas to submit to the strategic planning committee. She will combine the board's SOAR results with the staff's SOAR results.

**Public Comment:** None

**Adjournment:** Meeting adjourned at 6:30 pm by Kim Block

Submitted by Mike Atchison, 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
106196	09/25/2024	Access Locksmithing Inc.	Building Repair & Maintenance	325.00
105965	09/04/2024	Alliance Entertainment	Audio Visual - Adult	282.40
105965	09/04/2024	Alliance Entertainment	Audio Visual - Children	39.10
106020	09/11/2024	Amazon Capital Services	Equipment Repair & Maintenance	335.78
106020	09/11/2024	Amazon Capital Services	Books - Adult	46.40
106020	09/11/2024	Amazon Capital Services	Books - Adult	73.29
106020	09/11/2024	Amazon Capital Services	Audio Visual - Adult	24.99
106020	09/11/2024	Amazon Capital Services	Makerspace - Equip & Supplies	23.95
106020	09/11/2024	Amazon Capital Services	Programming - Young Adult	14.93
106020	09/11/2024	Amazon Capital Services	Building Supplies	198.61
106020	09/11/2024	Amazon Capital Services	Programming - Children	64.99
106020	09/11/2024	Amazon Capital Services	Programming - Children	55.98
106020	09/11/2024	Amazon Capital Services	Community Outreach	15.32
106020	09/11/2024	Amazon Capital Services	Programming - Young Adult	178.66
106020	09/11/2024	Amazon Capital Services	Building Supplies	149.45
106020	09/11/2024	Amazon Capital Services	Equipment Repair & Maintenance	31.69
106020	09/11/2024	Amazon Capital Services	Books-Children's	6.31
106020	09/11/2024	Amazon Capital Services	Audio Visual - Young Adult	49.99
106020	09/11/2024	Amazon Capital Services	Audio Visual - Adult	32.49
106021	09/11/2024	Armstrong, Janet Elaine	Contracted Services	720.00
106199	09/25/2024	AT&T	Communications	196.70
105969	09/04/2024	Atchison Paper & Supply	Building Supplies	264.71
105969	09/04/2024	Atchison Paper & Supply	Office/Library Supplies	61.85
106106	09/18/2024	Baker & Taylor	Books - Adult	49.14
106106	09/18/2024	Baker & Taylor	Books - Adult	17.28
106106	09/18/2024	Baker & Taylor	Books - Adult	122.93
106106	09/18/2024	Baker & Taylor	Books - Adult	26.59
106201	09/25/2024	Baker & Taylor	Books - Adult	38.40
106201	09/25/2024	Baker & Taylor	Books - Adult	18.60
106024	09/11/2024	Bassett, Susan Jane	Contracted Services	1,770.00
106113	09/18/2024	Blue Care Network	Fringe Benefits	2,543.74
106114	09/18/2024	Blue Cross/Blue Shield Mich.	Fringe Benefits	5,239.16
105975	09/04/2024	Centaris	Contracted Services	417.00
106116	09/18/2024	Center Point Large Print	Books - Adult	111.18
106116	09/18/2024	Center Point Large Print	Books - Adult	29.37
106116	09/18/2024	Center Point Large Print	Books - Adult	28.67
106116	09/18/2024	Center Point Large Print	Books - Adult	206.49
106209	09/25/2024	Center Point Large Print	Books - Adult	27.27
106117	09/18/2024	Charlevoix Public Library	Miscellaneous	24.99
106118	09/18/2024	CHEBOYGAN AREA PUBLIC LIBRARY	Miscellaneous	52.29
106119	09/18/2024	Cintas Corp #729	Building Supplies	28.55
106119	09/18/2024	Cintas Corp #729	Building Supplies	28.55
106119	09/18/2024	Cintas Corp #729	Building Supplies	28.55
106120	09/18/2024	City of Petoskey	Building Supplies	10.00
106121	09/18/2024	CITY OF PETOSKEY - DMB	Miscellaneous	100.00
105978	09/04/2024	City Treas. for Utility Bills	Public Utilities	3,077.13
105978	09/04/2024	City Treas. for Utility Bills	Public Utilities	589.31
106032	09/11/2024	Collias-Glaser, Hellene Kay	Contracted Services	300.00
106214	09/25/2024	Delta Dental	Fringe Benefits	297.04
106216	09/25/2024	DTE Energy	Heating Fuel	52.42
106216	09/25/2024	DTE Energy	Heating Fuel	38.08
106037	09/11/2024	Ducastel, Barbara	Contracted Services	60.00

Check Number	Check Issue Date	Payee	Invoice GL Account Title	Amount
106127	09/18/2024	Envisionware Inc.	Contracted Services	3,481.20
106129	09/18/2024	Evans, Cory	Programming - Young Adult	300.00
105982	09/04/2024	Gale/Cengage Learning Inc.	Books - Adult	20.80-
105982	09/04/2024	Gale/Cengage Learning Inc.	Books - Adult	59.18
105982	09/04/2024	Gale/Cengage Learning Inc.	Books - Adult	29.59
106132	09/18/2024	Gale/Cengage Learning Inc.	Books - Adult	438.26
106132	09/18/2024	Gale/Cengage Learning Inc.	Books - Adult	30.39
106132	09/18/2024	Gale/Cengage Learning Inc.	Books - Adult	59.18
106132	09/18/2024	Gale/Cengage Learning Inc.	Books - Adult	32.79
106223	09/25/2024	Gale/Cengage Learning Inc.	Books - Adult	79.97
106223	09/25/2024	Gale/Cengage Learning Inc.	Books - Adult	55.98
106223	09/25/2024	Gale/Cengage Learning Inc.	Books - Adult	28.79
106133	09/18/2024	GFL Environmental	Contracted Services	145.00
106136	09/18/2024	Goedge, Megan	Programming - Children	15.89
106046	09/11/2024	Hammond, Linda Lawless	Contracted Services	240.00
106049	09/11/2024	Himebauch, Kelly L	Contracted Services	150.00
105985	09/04/2024	Hohlbein, Mary	Community Outreach	50.72
106138	09/18/2024	Hunt, Kara	Programming - Adult	350.00
106050	09/11/2024	Ingram Library Services	Books - Adult	2,626.39
106050	09/11/2024	Ingram Library Services	Books-Children's	1,725.21
106050	09/11/2024	Ingram Library Services	Books - Young Adult	477.42
106051	09/11/2024	Integrity Business Solutions	Office/Library Supplies	37.57
106140	09/18/2024	Integrity Business Solutions	Office/Library Supplies	69.86
106053	09/11/2024	Jakeway, Patricia	Contracted Services	480.00
105987	09/04/2024	John E. Green Co.	Building Repair & Maintenance	3,373.00
105989	09/04/2024	Kessler, Nisa	Programming - Young Adult	58.04
106144	09/18/2024	Key Government Finance Inc	Principal Payment	260,000.00
106144	09/18/2024	Key Government Finance Inc	Interest Payment	7,517.40
106234	09/25/2024	Lakeshore Learning	Programming - Children	23.98
105991	09/04/2024	Library Market	Contracted Services	1,500.00
105992	09/04/2024	Mason County District Library	Miscellaneous	18.00
106063	09/11/2024	Meyer Ace Hardware	Building Supplies	5.03
106063	09/11/2024	Meyer Ace Hardware	Building Supplies	32.37
106063	09/11/2024	Meyer Ace Hardware	Building Supplies	8.99
106242	09/25/2024	Meyer Ace Hardware	Building Supplies	3.59
106148	09/18/2024	Meyerson, Valerie	Office/Library Supplies	6.27
106148	09/18/2024	Meyerson, Valerie	Miscellaneous	20.00
106148	09/18/2024	Meyerson, Valerie	Programming - Adult	3.79
106148	09/18/2024	Meyerson, Valerie	Office/Library Supplies	11.00
106148	09/18/2024	Meyerson, Valerie	Programming - Adult	6.00
106148	09/18/2024	Meyerson, Valerie	Programming - Adult	7.20
106148	09/18/2024	Meyerson, Valerie	Programming - Adult	7.19
106148	09/18/2024	Meyerson, Valerie	Office/Library Supplies	4.49
106148	09/18/2024	Meyerson, Valerie	Programming - Adult	6.78
106148	09/18/2024	Meyerson, Valerie	Office/Library Supplies	10.06
106148	09/18/2024	Meyerson, Valerie	Programming - Adult	5.49
106148	09/18/2024	Meyerson, Valerie	Programming - Adult	7.49
106148	09/18/2024	Meyerson, Valerie	Office/Library Supplies	4.69
106148	09/18/2024	Meyerson, Valerie	Programming - Adult	6.49
106150	09/18/2024	Midwest Tape LLC	Audio Visual - Adult	42.99
106150	09/18/2024	Midwest Tape LLC	Audio Visual - Adult	39.99
106150	09/18/2024	Midwest Tape LLC	Audio Visual - Adult	84.98
106150	09/18/2024	Midwest Tape LLC	Audio Visual - Adult	34.99
106150	09/18/2024	Midwest Tape LLC	Audio Visual - Adult	84.98
106150	09/18/2024	Midwest Tape LLC	Audio Visual - Adult	31.99
106244	09/25/2024	Midwest Tape LLC	Audio Visual - Adult	169.96
106244	09/25/2024	Midwest Tape LLC	Audio Visual - Adult	39.99

Check Number	Check Issue Date	Payee	Invoice GL Account Title	Amount
106152	09/18/2024	Moffett, Nathaniel Brooks	Building Repair & Maintenance	1,841.27
106245	09/25/2024	Niche Academy	Contracted Services	1,120.00
106068	09/11/2024	Northern Gale Cleaning & Property Mgmt	Contracted Services	1,500.00
106248	09/25/2024	Northern Gale Cleaning & Property Mgmt	Contracted Services	1,500.00
106100	09/13/2024	OneAmerica	Fringe Benefits	58.05
106250	09/25/2024	OneAmerica	Fringe Benefits	75.25
106156	09/18/2024	Otis Elevator Co.	Building Repair & Maintenance	95.00
106156	09/18/2024	Otis Elevator Co.	Building Repair & Maintenance	95.00
106157	09/18/2024	Peninsula Fiber Network LLC	Communications	89.10
106158	09/18/2024	Petersen, Elisabeth	Programming - Adult	200.00
106159	09/18/2024	Petoskey Regional Chamber	Memberships & Dues	380.00
106166	09/18/2024	Rotary Club of Petoskey-Sunrise	Community Outreach	300.00
106085	09/11/2024	Smith, Christine R.	Programming - Adult	185.00
106170	09/18/2024	Smith, Christine R.	Programming - Adult	210.00
106173	09/18/2024	State of Michigan-Dept of LARA	Equipment Repair & Maintenance	319.30
106175	09/18/2024	Sweep Shop, The	Building Supplies	109.70
106002	09/04/2024	T-Mobile	Communications	288.27
106003	09/04/2024	Trophy Case, The	Office/Library Supplies	18.00
106004	09/04/2024	Two Glass Gents Inc	Building Repair & Maintenance	350.00
106179	09/18/2024	Unique Management Services Inc.	Contracted Services	23.30
106265	09/25/2024	VSP	Fringe Benefits	153.25
Grand Totals:				311,457.33

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
271-000-202.000	69.94	311,527.27-	311,457.33-
271-790-724.000	8,366.49	.00	8,366.49
271-790-751.000	223.79	.00	223.79
271-790-752.000	868.10	.00	868.10
271-790-760.000	4,186.99	69.94-	4,117.05
271-790-760.100	1,731.52	.00	1,731.52
271-790-760.200	477.42	.00	477.42
271-790-761.000	869.75	.00	869.75
271-790-761.100	39.10	.00	39.10
271-790-761.200	49.99	.00	49.99
271-790-802.000	13,406.50	.00	13,406.50
271-790-850.000	574.07	.00	574.07
271-790-880.000	366.04	.00	366.04
271-790-915.000	380.00	.00	380.00
271-790-920.000	3,666.44	.00	3,666.44
271-790-924.000	90.50	.00	90.50
271-790-930.000	6,079.27	.00	6,079.27
271-790-931.000	686.77	.00	686.77
271-790-955.000	215.28	.00	215.28
271-790-958.000	160.84	.00	160.84
271-790-958.100	995.43	.00	995.43
271-790-958.200	551.63	.00	551.63
271-790-964.000	23.95	.00	23.95
271-792-991.000	260,000.00	.00	260,000.00
271-792-992.000	7,517.40	.00	7,517.40

---

GL Account	Debit	Credit	Proof
Grand Totals:	311,597.21	311,597.21-	.00

---

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

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

---

## Report Criteria:

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

Check.Created date = 09/01/2024-09/30/2024

---

Check Number	Check Issue Date	Name	GL Account	Amount
106007	09/04/2024	Albion District Library	271790955000	19.99
106012	09/04/2024	MI MM CPR Training	271790912000	600.00
106095	09/11/2024	3D Universe	271790964000	696.00
106184	09/18/2024	Cadillac Wexford Public Library	271790955000	15.95
106190	09/18/2024	Rochester Christian University	271790955000	25.00
106191	09/18/2024	Springvale Township	271081411000	2,096.92
106193	09/18/2024	Taylor, Laura	271790958100	36.05
Grand Totals:				<u>3,489.91</u>

---



**CITY OF PETOSKEY**  
 DETAIL REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 9 MONTHS ENDING SEPTEMBER 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	17,757.78	17,500.00	257.78	101.47
271-081-403.000	CURRENT PROPERTY TAX	.00	1,122,485.98	996,200.00	126,285.98	112.68
271-081-405.000	PROPERTY TAX - BEAR CREEK	5.21	227,974.05	221,500.00	6,474.05	102.92
271-081-407.000	PROPERTY TAX - RESORT	.00	178,236.03	175,500.00	2,736.03	101.56
271-081-409.000	PROPERTY TAX - LITTLE TRAVERSE	.00	147,262.24	146,500.00	762.24	100.52
271-081-411.000	PROPERTY TAX - SPRINGVALE	( 2,096.92)	53,835.62	51,000.00	2,835.62	105.56
271-081-445.000	PENALTIES & INTEREST	.00	1,339.52	.00	1,339.52	.00
271-081-566.000	GRANTS	.00	25,784.00	25,900.00	( 116.00)	99.55
271-081-657.000	PENAL FINES	.00	72,283.88	50,000.00	22,283.88	144.57
271-081-658.000	REIMBURSEMENTS	.00	1,306.18	3,500.00	( 2,193.82)	37.32
271-081-687.000	PAID CARDS	195.00	2,745.00	3,500.00	( 755.00)	78.43
271-081-692.000	COPIES	129.26	3,479.91	3,300.00	179.91	105.45
271-081-694.000	BOOK SALE	1,044.01	11,077.28	12,000.00	( 922.72)	92.31
271-081-695.000	CONTRACTED WAGES	.00	6,253.00	12,000.00	( 5,747.00)	52.11
271-081-696.000	MERCHANDISE SALES	90.00	454.15	.00	454.15	.00
<u>TOTAL OPERATING REVENUE</u>		( 633.44)	1,872,274.62	1,718,400.00	153,874.62	108.95
<u>NON-OPERATING REVENUE</u>						
271-082-664.000	INTEREST INCOME	606.74	11,846.66	10,000.00	1,846.66	118.47
271-082-682.000	OTHER	598.61	4,365.69	3,000.00	1,365.69	145.52
271-082-684.000	BUILDING RENT	150.00	6,042.50	7,500.00	( 1,457.50)	80.57
271-082-696.000	DONATIONS	954.56	36,153.39	40,000.00	( 3,846.61)	90.38
<u>TOTAL NON-OPERATING REVENUE</u>		2,309.91	58,408.24	60,500.00	( 2,091.76)	96.54
<u>TOTAL FUND REVENUE</u>		1,676.47	1,930,682.86	1,778,900.00	151,782.86	108.53

**CITY OF PETOSKEY**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2024

**FUND 271 - LIBRARY FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>LIBRARY</u>						
271-790-702.000	SALARIES & WAGES - FULL-TIME	35,498.68	335,763.62	466,600.00	130,836.38	71.96
271-790-704.000	SALARIES & WAGES - PART-TIME	16,920.83	158,233.73	248,400.00	90,166.27	63.70
271-790-724.000	FRINGE BENEFITS	17,099.56	169,068.38	231,400.00	62,331.62	73.06
271-790-751.000	OFFICE/LIBRARY SUPPLIES	223.79	9,838.59	9,500.00	( 338.59)	103.56
271-790-752.000	BUILDING SUPPLIES	868.10	6,915.52	6,500.00	( 415.52)	106.39
271-790-760.000	BOOKS - ADULT	4,117.05	25,624.43	40,000.00	14,375.57	64.06
271-790-760.100	BOOKS-CHILDREN'S	1,731.52	13,475.65	24,000.00	10,524.35	56.15
271-790-760.200	BOOKS - YOUNG ADULT	477.42	3,465.06	5,500.00	2,034.94	63.00
271-790-760.400	PERIODICALS	.00	6,379.48	8,000.00	1,620.52	79.74
271-790-761.000	AUDIO VISUAL - ADULT	882.73	6,531.31	11,000.00	4,468.69	59.38
271-790-761.100	AUDIO VISUAL - CHILDREN	45.09	545.00	1,500.00	955.00	36.33
271-790-761.200	AUDIO VISUAL - YOUNG ADULT	49.99	228.30	800.00	571.70	28.54
271-790-762.000	ELECTRONIC MATERIALS	.00	34,563.11	36,000.00	1,436.89	96.01
271-790-762.100	DATA BASES	.00	5,758.35	5,500.00	( 258.35)	104.70
271-790-801.000	PROFESSIONAL SERVICES	.00	2,419.25	3,000.00	580.75	80.64
271-790-802.000	CONTRACTED SERVICES	13,406.50	105,123.43	112,800.00	7,676.57	93.19
271-790-850.000	COMMUNICATIONS	574.07	5,227.08	9,000.00	3,772.92	58.08
271-790-880.000	COMMUNITY OUTREACH	391.04	2,429.42	3,000.00	570.58	80.98
271-790-885.000	DONATION EXPENSE	.00	300.00	4,000.00	3,700.00	7.50
271-790-887.000	BANK CHARGES	42.04	365.32	500.00	134.68	73.06
271-790-905.000	PRINTING/ADVERTISING/POSTAGE	325.95	29,544.09	46,100.00	16,555.91	64.09
271-790-912.000	TRAINING & TRAVEL	1,121.10	9,973.94	9,000.00	( 973.94)	110.82
271-790-915.000	MEMBERSHIPS & DUES	380.00	2,077.00	2,000.00	( 77.00)	103.85
271-790-920.000	PUBLIC UTILITIES	3,666.44	24,729.35	28,000.00	3,270.65	88.32
271-790-924.000	HEATING FUEL	90.50	8,494.34	17,500.00	9,005.66	48.54
271-790-930.000	BUILDING REPAIR & MAINTENANCE	6,079.27	37,255.28	31,500.00	( 5,755.28)	118.27
271-790-931.000	EQUIPMENT REPAIR & MAINTENANCE	686.77	3,358.84	15,900.00	12,541.16	21.12
271-790-937.000	INSURANCE & BONDS	.00	11,105.03	11,600.00	494.97	95.73
271-790-955.000	MISCELLANEOUS	276.22	1,734.35	3,500.00	1,765.65	49.55
271-790-958.000	PROGRAMMING - CHILDREN	160.84	5,580.85	8,500.00	2,919.15	65.66
271-790-958.100	PROGRAMMING - ADULT	1,271.76	5,345.92	12,000.00	6,654.08	44.55
271-790-958.200	PROGRAMMING - YOUNG ADULT	620.73	1,950.76	2,500.00	549.24	78.03
271-790-964.000	MAKERSPACE - EQUIP & SUPPLIES	1,427.95	3,551.60	3,000.00	( 551.60)	118.39
271-790-970.000	CAPITAL OUTLAY	.00	111,950.20	105,000.00	( 6,950.20)	106.62
271-790-985.000	EQUIPMENT	.00	1,479.99	3,000.00	1,520.01	49.33
271-790-986.000	TECH. EQUIPMENT & SOFTWARE	.00	21,655.81	17,100.00	( 4,555.81)	126.64
271-790-995.000	ADMINISTRATIVE FEES	.00	7,000.00	7,000.00	.00	100.00
<b>TOTAL LIBRARY</b>		<b>108,435.94</b>	<b>1,179,042.38</b>	<b>1,550,200.00</b>	<b>371,157.62</b>	<b>76.06</b>

**CITY OF PETOSKEY**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 9 MONTHS ENDING SEPTEMBER 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	260,000.00	260,000.00	260,000.00	.00	100.00
271-792-992.000 INTEREST PAYMENT	7,517.40	15,034.80	15,000.00	( 34.80)	100.23
271-792-993.000 PAYING AGENT FEES	.00	250.00	300.00	50.00	83.33
TOTAL BOND DEBT REQUIREMENT	<u>267,517.40</u>	<u>275,284.80</u>	<u>275,300.00</u>	<u>15.20</u>	<u>99.99</u>
TOTAL FUND EXPENDITURES	<u>375,953.34</u>	<u>1,454,327.18</u>	<u>1,825,500.00</u>	<u>371,172.82</u>	<u>79.67</u>
NET REVENUES OVER EXPENDITURES	<u>( 374,276.87)</u>	<u>476,355.68</u>	<u>( 46,600.00)</u>	<u>522,955.68</u>	<u>1,022.22</u>

# CITY OF PETOSKEY

BALANCE SHEET  
SEPTEMBER 30, 2024

## FUND 271 - LIBRARY FUND

### ASSETS

271-000-001.000	CASH	635,850.09	
271-000-001.700	CASH - FIFTH THIRD LIBRARY	302,064.17	
271-000-056.000	ACCRUED INTEREST RECEIVABLE -	1,187.97	
271-010-004.000	WORKING FUND - LIBRARY	175.00	
271-010-020.000	TAXES RECEIVABLE - CURRENT	( 20,219.14)	
271-010-026.000	TAXES RECEIVABLE - DELINQUENT	6,036.84	
		<hr/>	
	TOTAL ASSETS		925,094.93
			<hr/> <hr/>

### LIABILITIES AND EQUITY

#### LIABILITIES

271-040-253.000	ACCRUED INTEREST	3,759.00	
271-040-292.001	DEFERRED G/L ON REFUNDING	1,820.00	
		<hr/>	
	TOTAL LIABILITIES		5,579.00

#### 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	476,355.68	
		<hr/>	
	TOTAL FUND EQUITY		919,515.93
			<hr/>
	TOTAL LIABILITIES AND EQUITY		925,094.93
			<hr/> <hr/>

## Petoskey District Library

Director's Report: October 2024

### Val's Update:

1. PHSACF Grant was submitted for two Meeting pods for the upstairs. The meeting pods seat one or two people. They are like large phone booths, with chairs, table, power, light, and air ventilation. They are mostly sound proof, but not to the detriment of the patron.
2. We began sending information out about Bear Creek and Resort being on the ballots in November. We sent an email to all card holders over 18; there is an alert on our web page; there are information flyers at the public service desks; social media posts are out there. We once again decided to do a quieter campaign and I am feeling good that our supporters will get out and vote.
3. We hosted Family Literacy Nights with the Public Schools of Petoskey. We had two different evenings where everyone from each elementary was invited to come hear about services. While the two nights were sparsely attended (12 the first night and 40 the second), we were well received. We hosted in the library's classroom and were able to share about the services that are available for families. We did register 3 new families with library cards.
4. We received a donation in memory of Mary McCormack to put a bench by the Bell door. We are reviewing different benches and hopefully will be ordered soon.
5. We will once again be partnering with CTAC in bringing the community NYEve celebration to Petoskey. We will be open 6-9pm and will have activities in the kids and teen areas. Jeff Pagel will be back singing and we will also have another book character (TBD) in the house. We also will be sponsoring the S'More tent. If anyone is interested in volunteering that night, we can always use a few extra hands.
6. Strategic Planning team created a survey to target non library card holders. We received 21 completed surveys and one lucky winner, Kelley B., won \$50 in downtown bucks. Currently the team is planning 5 focus group sessions, to be facilitated by Randy Evans or Brian Wagner. The focus group sessions will be held the week of November 11. We have two general sessions for anyone and then three target groups: teens, caregivers of young children, young adults with no kids. Each session will be approximately one hour. We may do specific interviews after these focus groups to get some clarification, but after that the input for the "learning" part of the planning will be done. I will plan to present the learning report to you this winter, in preparation for your retreat day. **I am in need of a note taker for each session if anyone knows someone who is good at taking notes on a computer.**
7. Michigan Library Association annual conference was October 16-18. Megan, Jodi and Val were in attendance. There looks to be some good sessions and interesting vendors to speak with. We will have our reports ready for the November meeting.
8. Some libraries are having issues with contracted townships and other municipalities questioning fund balances of the district library. Clare Membiela, Library Law Consultant of the Library of Michigan said: *"If you have more than 6 months of operating expenses in your fund balance, do something about it. You can put the money in a capital fund account or spend it down."*

**Youth Department:**

1. The youth department is collaborating with the Great Lakes Center for the Arts, Crooked Tree Arts Center, and the Harbor Springs Festival of the Book on spring 2025 programming entitled Stories Told.
2. Nisa and Megan visited Concord Academy for their open house. They were able to talk library with lots of students and registered a few new library cardholders as well. They will be taking Wonder Media back to them in November.
3. They are looking at doing an inventory sometime this year.

**Attached:**

- Northland Library Cooperative updated list of services
- Monthly statistics

**From:** [ladams@northland.lib.mi.us](mailto:ladams@northland.lib.mi.us)  
**To:** [Members](#)  
**Subject:** Northland Services Update for FY 24-25  
**Date:** Tuesday, October 1, 2024 11:42:51 AM

---

At the September NLC Board meeting, several changes were made to NLC services. These additional services were made possible by an increase to Michigan's State Aid to Libraries and the decision to "spend-down" our fund balance by \$20,000/year for the next five years.

- **Library Enhancement Grant:** Grants will be awarded to purchase materials, provide for programming, add technology (software and hardware) and to enhance the facility to meet the mission of the library. The grant can also be used for continuing education opportunities for director and staff. Grant amounts were increased by \$208 in FY 24-25. The grant availability is based on the size of the library:

Class I: \$2902  
Class II: \$4814  
Class III: \$5911  
Class IV: \$7292  
Class VI: \$9770

All grant **applications** must be submitted by August 30, 2025. Submit all requests on one form and include receipts. If you have questions about eligibility, please contact the NLC director.

[Enhancement Grant Form 24-25 fillable](#)

- **Legal Fund:** Starting in FY 24-25, NLC will add \$1000/year to a rolling legal fund for emergency use by member libraries. Funds will be distributed as the discretion of the NLC Director.
- **Summer Reading Program Grants:** Starting in FY 24-25, all member libraries will receive a \$500 grant in the Spring to help cover costs of summer reading programs and supplies.
- **Michigan Library Association** organizational memberships will be provided for all member libraries starting in 2025. MLA will invoice NLC, and member libraries will receive notification of renewed membership.
- Continued funding of **BookPage, Consumer Reports Online and Talk, Text and Learn.**

For more information see the Northland Services webpage:

<https://www.nlc.lib.mi.us/wp-admin/post.php?post=11&action=edit>

Linda Adams  
Director Northland Library Cooperative  
231-855-2206  
[ladams@northland.lib.mi.us](mailto:ladams@northland.lib.mi.us)

## PDL - Monthly Digital Circulation

<u>OverDrive Circulation</u>													
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2022	2403	2234	2365	2124	2177	2016	2209	2275	2252	2387	2100	1911	<b>26453</b>
2023	2870	2418	2845	2569	2568	2497	2775	2881	2679	3154	3267	3196	<b>33719</b>
2024	3486	3330	3498	3194	3232	3072	3140	3336	3045				
%Change:	21.5%	37.7%	23.0%	24.3%	25.9%	23.0%	13.2%	15.8%	13.7%	32.1%	55.6%	67.2%	27.5%
<u>Hoopla Circulation</u>													
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2022	511	496	508	516	631	487	517	590	497	523	548	478	6302
2023	493	524	556	540	599	522	532	536	494	522	566	508	6392
2024	558	575	598	595	601	618	601	629	646				
%Change:	13%	10%	8%	10%	0%	18%	13%	17%	31%	-100%	-100%	-100%	-100%
<u>Kanopy Circulation</u>													
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2022	228	153	166	250	176	193	168	262	179	278	218	293	2564
2023	340	179	244	258	265	357	359	291	362	484	368	390	3897
2024	323	309	322	290	325	285	243	252	375				
%Change:	-5%	73%	32%	12%	23%	-20%	-32%	-13%	4%	-100%	-100%	-100%	-100%
<u>RB Digital Magazines Circulation -- Overdrive Magazines</u>													
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2022	203	185	159	159	134	142	138	151	164	213	224	160	2032
2023	363	231	193	160	151	149	221	257	339	807	808	737	4416
2024	666	637	712	505	587	516	484	562	520				
%Change:	83%	176%	269%	216%	289%	246%	119%	119%	53%	279%	261%	361%	117%
<u>Library Chat</u>													
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2022	7	7	6	13	4	4	8	8	7	8	6	7	85
2023	25	23	17	13	18	22	9	22	26	15	18	21	229
2024	24	27	10	28	17	17	28	18	2				
%Change:	-4%	17%	-41%	115%	-6%	-23%	211%	-18%	-92%	-100%	-100%	-100%	-100%



## PDL - Monthly Digital Circulation

	<u>ValueLine</u>												
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2022	1213	988	1134	1094	982	895	920	805	799	808	789	756	11183
2023	700	685	699	681	699	672	628	583	605	580	549	550	7631
2024	274	558	598	580	560	529	540	496	520				
%Change:	-61%	-19%	-14%	-15%	-20%	-21%	-14%	-15%	-14%	-100%	-100%	-100%	-100%
	<u>Database logins: Value Line Logins</u>												
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2024	131	114	113	111	113	108	113	100	119				1022
2025													0
	<u>Creative Bug</u>												
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2022	36	9	3	6	1	3	9	7	4	11	7	9	105
2023	13	13	17	23	8	4	13	14	7	17	35	18	182
2024	9	15	14	10	8	10	11	11	7				
%Change:	-31%	15%	-18%	-57%	0%	150%	-15%	-21%	0%	-100%	-100%	-100%	-100%
	<u>Mango Languages</u>												
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2022	111	133	136	175	132	138	144	149	116	92	132	100	1558
2023	107	123	123	70	70	47	60	88	99	113	92	73	1065
2024	110	124	117	87	46	69	58	26	33				
%Change:	3%	1%	-5%	24%	-34%	47%	-3%	-70%	-67%	-100%	-100%	-100%	-100%
	<u>Consumer Reports Page Views</u>												
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2022											31	1	32
2023	21	87	100	71	0	18	216	90	5	35	116	87	846
2024	98	40	103	493	94	157	251	256	93				
	<u>Consumer Reports Visits</u>												
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2022													0
2023										4	3	9	16
2024	11	3	9	30	13	19	11	20	12				

## PDL - Monthly Digital Circulation

%Change:	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	-100%	-100%	-100%	-100%
----------	---------	---------	---------	---------	---------	---------	---------	---------	---------	---------	-------	-------	-------	-------



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	3665	3281	2897				
%Change:	-10%	10%	-3%	5%	-4%	-3%	12%	10%	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	<b>78288</b>
2023	7843	6780	7608	7498	7292	7788	8713	7429	5760	6688	6133	7301	<b>86833</b>
2024	6724	7346	7823	8715	6942	8293	9925	8545	6628				
%Change:	-14%	8%	3%	16%	-5%	6%	14%	15%	15%	-6%	0%	17%	11%
<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	<b>439</b>
2023	33	33	38	48	33	48	54	39	42	41	50	48	<b>507</b>
2024	42	52	29	42	29	22	36	34					
%Change:	27%	58%	-24%	-13%	-12%	-54%	-33%	3%	-5%	14%	56%	78%	15%

**Director’s Report**

**New Business: Item 1: Earned Sick Time**

Michigan passed the Earned Sick Time Act, which takes effect the end of February. This change means that now all part-time employees will qualify for paid time off. Previously, only those classified as Permanent Part Time (worked more than 24 hours per week) qualified for Personal Leave.

This updated verbiage has been reviewed and approved by the City HR department and meets all criteria for the act.

**New Business: Item 2: Wage Scale**

This new wage scale reflects our current pay ranges and all staff will fall within those ranges after the 2025 raises take effect. I also eliminated the Permanent Part Time classification. This classification was for those part-time employees who worked more than 24 hours per week and qualified for paid leave. With the new Michigan Earned Sick Time Act, all part-time employees, not just those that work a certain number of hours, qualify for paid leave.

**New Business: Item 3: Early Closure**

The staff has requested to close a bit early on the Wednesday before Thanksgiving. Traditionally it is a slow evening. Here’s a chart of our historical door counts.

<b>Wednesday <u>Door Counts</u></b>	<b>Week Before Thx</b>		<b>Week of Thx</b>		<b>Week After Thx</b>	
	<b>5 to 6pm</b>	<b>6 – 7pm</b>	<b>5 to 6pm</b>	<b>6 – 7pm</b>	<b>5 to 6pm</b>	<b>6 – 7pm</b>
<b>2022</b>	20	0	1	0	10	0
<b>2023</b>	22	3	22	4	32	10
	<b>10/2/24</b>		<b>10/9/24</b>			
<b>2024</b>	16	8	31	12		

# Time Off and Leaves of Absence

## Holidays

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

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

## Vacations

- a. Full-time Library employees will earn the following yearly vacation allotment, dependent on the number of years of service (unless superseded by a contract):
  - a. 1/2 year = 40 hours
  - b. 1 year = 40 hours
  - c. 2 years = 80 hours
  - d. 7 years = 120 hours
  - e. 11 years = 160 hours
- b. On transition years, amount allotted is prorated to the anniversary date.
- c. Vacation days are allotted January 1 each year. Full-time employees may roll over up to one week of Vacation Leave on January 1<sup>st</sup> and that rolled over time must be expended by March 31<sup>st</sup> of that year.
- d. Vacation requests must be submitted via the Humanity scheduling system at least one week prior to the vacation request. Vacations are approved on a first come first served basis, taking into consideration the staffing needs of the Library. Holiday, vacations and time off may be rotated among staff.
- e. Upon leaving the Petoskey District Library, unused, accrued vacation shall be paid out at 100% for full-time employees. Discharged employees will not receive unused, accrued vacation time.

## Personal Leave

- a. Full-time employees shall earn 56 hours of personal leave per year, credited on December 1. During the employee's first year, a pro-rated amount of personal leave will be allotted within the first month of employment. On December 1, accumulated personal leave will be paid out at 100%.
- ~~a~~.b. Personal leave time can be used for any reason, including illness, injury, appointments, taking care of a dependent, or for any reason allowed under the Michigan Paid Medical Leave Act. For non-exempt employees, personal leave time is paid at the employee's regular straight time hourly rate of pay. Personal leave time can be used in half hour increments.
- ~~b~~.c. Personal leave time may not be accumulated from year to year. Any personal leave time that is not used by November 30th of each year will be reimbursed to the employee at the employee's regular straight time hourly rate of pay.

~~e.d. For full-time employees, p~~Personal leave is to be used for days that are regularly scheduled but are not worked (planned or unplanned). This may be for illness or personal appointments. Personal hours may not be used to add hours to your regular pay ~~or to a scheduled vacation.~~

~~d. Permanent part-time employees are eligible for 40 hours of paid personal leave. The first year of employment, said employee will receive a pro-rated amount of leave after six months of employment and receive 40 hours of paid personal leave on December 1 of each year thereafter. On December 1, unused, accumulated personal leave will be paid out at 100%. Permanent Part-time employees may not accrue leave time from year to year, unless approved by the director. If a permanent part-time employee falls below the 25-hour per week average for two consecutive pay periods, that employee will be deemed a part-time employee and will lose a pro-rated amount of leave time accrued.~~

~~e. For permanent part-time employees, personal leave is to be used for days that are regularly scheduled but are not worked. This may be for illness or personal appointments. Permanent part-time employees may also use personal leave hours for a scheduled vacation. Personal hours may not be used to add hours to your regular pay if you have worked your scheduled number of hours.~~

~~f.e.~~ All planned leave time must be submitted via the Humanity scheduling system at least one week prior to the leave and be approved by the employee's supervisor.

~~f.~~ Upon leaving the Petoskey District Library, unused, accrued personal leave will be paid out at 100%. Employees who are discharged will not be paid unused, accrued personal leave time.

~~g. In 2024, all part-time employees who are designated as "permanent part-time" will receive a pro-rated (through Feb 21, 2025) amount of Personal Leave on December 1, 2024. This Personal Leave will be available throughout the year, in addition to EST earned. Any remaining Personal Leave on November 30, 2025, will be paid out at 100%.~~

## **Earned Sick Time**

*Following the Earned Sick Time Act of Michigan, Earned Sick Time (EST) will be provided for all part-time employees beginning February 21, 2025.*

- ~~a. All Part-time employees will accrue 1 hour of Earned Sick Time for every 30 hours worked, credited on every paycheck.~~
- ~~b. There is a 72 hour maximum of EST that can be used in one calendar year.~~
- ~~c. EST will roll over each year~~
- ~~d. Any EST over 72 hours on November 30<sup>th</sup> of each year, will be paid out at 100% of hourly rate.~~

**Petoskey District Library**

Wage Scale - 2025

**PDL: Wage Scale: 2025**

Position	PDL Wage Range		Hourly equivalent (37.5hr work wk - except for Dir.)		Number of Staff
Director	68,640	110,000	33.00	52.88	1
Senior Level Librarian	41,600	62,400	21.33	32.00	3
Librarian - Full Time	37,960	56,940	19.47	29.20	0
Librarian - Part Time	17.68	26.52			2
Technology Manager	44,720	67,080	22.93	34.40	1
Facility Manager - Part-time	20.00	30.00			1
Library Asst Manager - Full Time	35,880	53,820	18.40	27.60	1
Library Assistant - Full Time	33,800	50,700	17.33	26.00	2
Library Assistant - Part time	14.50	21.75			9
Library Shelver	13.50	20.25			2

22

**Classifications:**

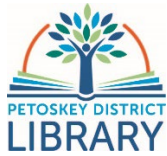
Librarian: library degreed;

Senior Level Librarian: Supervisory & Building duties

Manager: no library degree, building or supervisory responsibilities

Assistant: no library degree





## Administration

*Approved: July 25, 2019  
Reviewed: October 26, 2021*

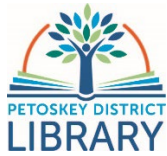
The Library Board is the legal governing body of the Library. It is established pursuant to the [District Library Establishment Act](#) (MCL 397.171 et seq.). The Library Board employs all personnel, oversees the annual budget and is responsible for the policies and operations of the library.

### Powers

- Establish, maintain, and operate a public library for the district.
- Appoint and remove officers from among its members.
- Appoint and remove the library director and fix their compensation.
- Set staff wage scale.
- Purchase, sell, convey, lease, or otherwise acquire or dispose of real or personal property, including, but not limited to, land contracts and installment purchase contracts.
- Erect buildings.
- Supervise and control district library property.
- Enter into a contract to receive library-related service from or give library-related service to a library or a municipality within or without the district.
- Adopt bylaws and regulations, not inconsistent with the District Library Establishment Act, governing the board and the district library.
- Propose and levy upon approval of the electors a tax for support of the district library.
- Borrow money and/or issue bonds pursuant to the district library financing act, 1988 PA 265, MCL 397.281 to 397.290.
- Accept gifts and grants, valued at or more than \$10,000, for the district library.
- Do any other thing necessary for conducting the district library service, the cost of which shall be charged against the district library fund.

Because the Library Board is a public body, its meetings are subject to the provisions of the [Open Meeting Act](#) (Act 267 of 1976). The parameters of public participation at a Board meeting shall be set within the Library Board bylaws. Further limitations may be made at the beginning of a Board meeting if the President deems it necessary.

The Library Board ascribes to the ethics statement for public library Trustees adopted by United for Libraries January 2012, with minor additions.



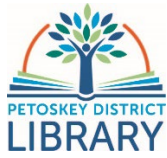
## Administration

*Approved: July 25, 2019*  
*Reviewed: October 26, 2021*

### Ethics Statement

Petoskey District library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community. Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out their duties and responsibilities effectively and with absolute truth, honor and integrity.

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different from their own.
- Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- Trustees uphold the value of the library belonging to all the people in the community.
- The Trustees support a library where innovation thrives, and views, beliefs and values are integrated by engaging all individuals in the community.
- Trustees must be aware of and comply with the Freedom of Information laws. Trustees must respect the confidential nature of library business, specifically in regards to the Michigan Library Privacy Act, and not disclose such information to anyone. They must also comply with the Open Meetings Act, providing access to meetings and minutes.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained because of their position or access to privileged library information, for either themselves or others.
- A Trustee shall immediately disqualify them self whenever the appearance of or a conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.
- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.



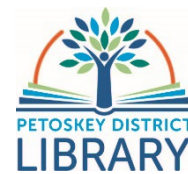
## Administration

*Approved: July 25, 2019  
Reviewed: October 26, 2021*

### The Library Director

The Library Director shall be the administrative employee of the Board of Trustees and shall be charged with executing the Board's policies. By virtue of delegated authority, the Director shall be held accountable to the Board for the proper management of the Library, for the preservation and care of all the Library's property, and for the efficiency and effectiveness of the Library's services.

The Director shall assign the duties of all staff members and shall delegate to the staff members such authority as is appropriate for the execution of their duties.



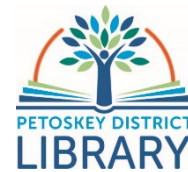
It is the policy of the Board of Trustees of the Petoskey District Library to allow businesses, organizations and groups to use the Carnegie Building, Library labyrinth, and Library classroom and meeting rooms on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use.

### General Meeting Room Principles:

- Library programs and meetings have first priority for meeting room use and is exempt from any restrictions.
- A group may be required to reschedule a meeting if it is in the library's best interest. The library will do its utmost not to interfere with scheduled meetings and adequate advance notice will be given.
- Allowing the use of meeting rooms does not connote sponsorship of the event or the organization by the Petoskey District Library, nor does it connote an endorsement of any group's policies or beliefs.
- In the event of inclement weather, utility outage, or other emergency, the library director may have to close the library and cancel scheduled meetings. If cancellation becomes necessary, the library will notify the person who made the reservation. In the event of such a cancellation, the library shall have no liability for any loss or expense if the applicant chooses not to reschedule.
- The library director reserves final authority to approve or deny applications for use of the meeting rooms. The director or his/her designee may grant exceptions to the rules.
- Private parties are not permitted. **Party is defined as any purely social gathering such as a birthday, anniversary, shower, reception, reunion, etc....**
- Rooms not reserved are available to walk-in individuals and groups (including non-residents) as space permits. However, walk-ins will be subject to the same fee criteria as stated below.
- The library reserves the right to make available the name and phone number of the person or group making a reservation to anyone inquiring about the event.
- The Library reserves the right to restrict use by those who do not abide by these conditions.
- Open flames and incense are prohibited throughout the library.
- Solicitation of library users inside the library or Carnegie Building or on library grounds is prohibited.
- Pandemic limitation: during a pandemic Level 1.5 or above (see Pandemic Response Re-Opening Procedures), the library director has the authority to require masks and social distancing in library meeting rooms, as well as adjust capacities of those meeting rooms.

### Library Guidelines:

- The Library has a classroom (capacity of 50) and two meeting rooms (capacity of 10 and 8), as well as the outdoor Labyrinth for use by the public.



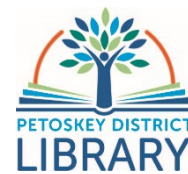
- Classroom and meeting rooms are available during the Library's open hours.
- ~~Library staff will set up the classroom based on the selection stated within the reservation system.~~ There is a computer-laptop and projector available for use, and will be made available if stated-requested in the reservation. There are white-boards and tack boards available for display during meetings. There is a Smartboard available in the Classroom.
- Laptops are available for use within the library meeting rooms (not the Carnegie) by library cardholders. Non-Library cardholders may use a mobile laptop once the patron provides a photo ID. Library programs and meetings have first priority for laptop use.
- Pandemic Limitations: during a pandemic, Level 1.5 or higher in the library Re-opening Procedures, masks and social distancing requirements will be adhered to at all times. The library classroom has a capacity of 12 and the large conference room has a capacity of 4. The small conference room is unavailable.

### Carnegie Building Guidelines

- Capacity of 162
- If a meeting is catered, open sterno flames are permitted
- Patrons must be at least 18 yrs of age to use the Carnegie meeting space
- Patrons will follow guidelines as presented in the Carnegie packet
- Pandemic limitations – during a pandemic, Level 1.5 or higher in the library Re-opening Procedures, masks and social distancing requirements will be adhered to at all times. Capacity at the Carnegie will be determined based on the orders from HDNW, MDHHS, or the CDC.

### User group's responsibility:

- Groups using any space in the Carnegie Building, Library or on Library grounds must abide by the library's non-discrimination policy and meet American's with Disabilities Act requirements.
- Room users ~~will have room set-up options in the classroom~~ can rearrange furniture in the classroom. The conference rooms do not have flexible set-up options.
- Groups are responsible for maintaining order and are liable for any damage to library property. All library policies must be adhered to including, but not limited to, the Library Code of Conduct.
- Users may post on the library provided white boards/tack boards, and any such display must be removed at the close of the event. Tacking or writing on inappropriate surfaces (painted walls, ceilings, doors) is deemed a violation of this policy.
- Room users are responsible for the condition of the room, including equipment and furnishings. Users must clean the room, put the furniture back the way they found it and discard all trash.
- Neither the name nor the address of the Petoskey District Library may be used as the official address or headquarters of any organization, group or individual. Publication of misleading notices and advertisements will be considered a violation of these rules.



- Groups requesting meeting facilities for a series of meetings must submit, in writing, a list of specific dates and times. Meeting Room reservations are approved by Library Staff no earlier than 3 months in advance. The library reserves the right to limit the number of reservations by any organization so that all groups may have a fair opportunity to use the meeting rooms. If a reoccurring reservation is not used two times consecutively, all remaining reservations may be canceled.
- Cancellations should be made with at least three days' notice or room users may lose their reservation privileges.
- Persons, organizations, groups, or businesses agree to hold the Petoskey District Library harmless from any injury, loss, damage, liability, costs, or expense that may arise during, or be caused by, use of the library facilities or grounds.

### Meeting Room Fees:

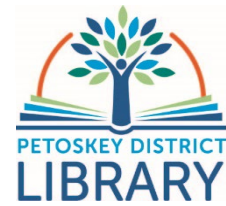
- Individuals that have a Petoskey District Library Resident Card in good standing may reserve the library meeting rooms at no charge, for up to 3 hours, unless one of the below fee criteria applies. One additional hour is permitted at the end of any reservation if space is available.
- Organizations that are located within the legal and contractual area of the Petoskey District Library may reserve the library meeting rooms at no charge, as long as the person booking the room and is in attendance during the meeting, holds a Petoskey District Library Card in good standing and none of the below criteria applies.
- Fee Criteria: If at least one of these statements is true, then the below fee will be assessed for reserving a room:
  1. I do not have a Petoskey District Library card (card begins with 8615).
  2. There is a cost for participants to attend the meeting, including hourly rates, retainers, tuition, or donations.
  3. Products or services will be sold or marketed at the meeting.
- Fees:
  - Meeting rooms: \$25.00 fee for up to 3 hours of room use
  - Labyrinth: \$25 fee
- Tutors utilizing the library for a safe, central location to meet students will not be charged a fee if they walk-in and ask for space. They will be charged the \$25 fee if they choose to reserve a room. Tutor is defined as a person employed and paid to instruct a student.
- Non-residents may use a Library meeting room for no fee, on a walk-in basis, as long as Fee Criteria #2 & #3 are false.

### Definitions:

- Petoskey District Library Resident Card in good standing – a library card that was issued by the Petoskey District Library as a resident, student, or employee, the number begins with "8615", and has less than \$10.00 in fines or fees.
- Petoskey District Library legal and contractual area - includes the City of Petoskey and the Townships of Bear Creek, Little Traverse, Resort, and Springvale.

## Teen Area Policy

*Approved: January 24, 2019*  
*Reviewed: October 28, 2021*



It is the policy of the Petoskey District Library Board of Trustees to provide a safe and welcoming environment for teens to gather, socialize, and use library resources. The Teen Area is designed and intended exclusively for young adults ages 13-19 and all seventh graders. Materials in the Teen Area are selected for the young adult population but are available to all patrons.

- All seating in the Teen Area is reserved for patrons ages 13-19 and all seventh graders.
- An adult may briefly accompany a young adult into the Teen Area for the purpose of assisting with any task.
- Any library patron may visit the Teen Area briefly to find and select material for borrowing.
- Computers in the Teen Area are to be used only by patrons ages 13-19 and all seventh graders
- If other teen patrons are waiting, computer use will be limited to one hour.
- Internet sites and content are filtered, but parents and guardians are solely responsible for establishing appropriate computer use guidelines and boundaries for young adults' Internet use. Please protect your own privacy with safe computer and Internet practices.
- Food and drink are permitted at the table or sofa area only.
- Teens are expected to follow and respect the library's Code of Conduct.

David Boyer  
Emmet County Administrator  
dboyer@emmetcounty.org



200 Division Street, Suite G74  
Petoskey, Michigan 49770  
(231) 348-1712

September 30, 2024

Petoskey District Library  
500 E. Mitchell  
Petoskey, Michigan 49770

Re: 2025 Agreement for Senior Citizen Services

Dear Sir/Madam:

Enclosed please find the original of the 2025 Agreement for Senior Citizen Services between your agency and the County of Emmet. Please have the authorized person who signs contracts at your agency sign the 2025 Agreement and return the original to the Administrator's Office, County of Emmet, Suite G70, 200 Division Street, Petoskey, Michigan 49770, after making a copy for your records.

If you have questions, please feel free to contact Dave Boyer at (231) 348-1712.

Sincerely,

A handwritten signature in black ink that reads "Priscilla Meyer". The signature is written in a cursive style with a large initial "P".

Priscilla Meyer  
Legal Administrative Assistant  
(231) 348-0678

Enclosure



## 2025 AGREEMENT FOR SENIOR CITIZEN SERVICES

**THIS AGREEMENT is made between the County of Emmet, a Michigan municipal corporation, with an address of 200 Division Street, Petoskey, Michigan 49770 (hereinafter "County"), and the Petoskey District Library, a Michigan public Agency, with an address of 500 E. Mitchell St. Petoskey Michigan 49770 (hereinafter "Service Provider").**

### Recitals

WHEREAS, the County recognizes the need of citizens 60 years of age and older to receive services to assist them in their daily lives; and

WHEREAS, the County anticipates that it will be the recipient of certain tax monies under a special millage that are to be allocated for senior citizen services in Emmet County in 2025; and

WHEREAS, the 2025 senior millage tax revenue for distribution is anticipated to be \$2,132,370.00; and

WHEREAS, the County Board of Commissioners has determined to allocate the senior millage tax revenue to several different entities, including the above Service Provider, after receiving the recommendations of the Advisory Committee on Aging; and

WHEREAS, the Service Provider has indicated that it is willing and able to provide the services as stated in this Agreement.

THEREFORE, the parties agree as follows:

1. PARTIES. The County and the Service Provider are the appropriate parties to this Agreement.
2. TERM. The term of this Agreement will be one (1) year commencing on January 1, 2025, and expiring on December 31, 2025.
3. MONIES. The County agrees to pay the Service Provider the amount of \$14,162.00 to be paid in one lump sum payment on or about February 1, 2025.
4. PURPOSES. For and in consideration of the monies to be paid by the County as well as the covenants and conditions contained herein, the Service Provider shall provide services within the purposes of the senior millage, which is for "planning, coordinating and providing services to senior citizens", as described in Exhibit A.
5. RECORDKEEPING. The Service Provider shall keep complete and accurate fiscal records and will furnish the County with copies of such fiscal records, as well as any other relevant records and reports, as the County may request.

6. AUDIT. An independent audit will be required of the Service Provider, at its own expense if (1) the Service Provider receives an amount under this Agreement in excess of Thirty Thousand Dollars (\$30,000.00), or (2) the Emmet County Board of Commissioners requests an audit.

If required, the independent audit shall be conducted by a Certified Public Accountant using Generally Accepted Audit Standards and the provisions of Office of Management and Budget Circular A-133, "Audits of Institutions of Higher Education or Other Nonprofit Institutions." The following supplemental information shall also be required:

- (1) Schedule of support, revenues and expenses by program. If the Service Provider provides services in Counties other than Emmet County, a breakdown of senior funding by County shall be required.
- (2) Schedule of Federal Financial Assistance.
- (3) Schedule and definition of units of service provided.
- (4) Schedule of annual compensation paid to directors and/or administrator.

In addition, the audit shall detail the Service Provider's financial condition for the prior year.

7. NONDISCRIMINATION. The Service Provider shall not discriminate against a person to be served, or any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, pregnancy, protected activity, marital status, gender identity or expression, sexual orientation, partisan considerations, or genetic information, or because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of these provisions may be regarded as a material breach of this Agreement.
8. INDEPENDENT CONTRACTOR. It is agreed by the parties that at all times and for all purposes hereunder, the Service Provider is an independent contractor and is not an employee of the County. No payroll or employment taxes of any kind will be withheld or paid from the County's payment to the Service Provider. The Service Provider shall be responsible to pay all applicable payroll and employment taxes, including, but not limited to, FICA, federal and state personal income taxes, and state disability and/or unemployment insurance taxes or contributions. No workers' disability compensation insurance has been obtained or will be obtained by the County for the Service Provider or any employee of the Service Provider.
9. INDEMNIFICATION. The Service Provider shall indemnify, defend and hold harmless the County, its boards, commissions, officers, employees, agents and volunteers from any and all claims, actions, liabilities, judgments, costs, damages, expenses and attorney fees in connection with bodily and/or personal injury to any person or loss of life and/or damage to property arising out of this Agreement or the

Service Provider's performance of services under this Agreement. This indemnification will survive the termination or expiration of this Agreement. By entering into this Agreement, the parties do not waive any immunities provided by law.

10. INSURANCE. The Service Provider shall obtain and maintain in effect during the term of this Agreement comprehensive liability insurance with coverage limits of not less than One Million Dollars (\$1,000,000) annual aggregate protecting the County against the above-stated liabilities, if the Service Provider receives an amount under this Agreement in excess of Ten Thousand Dollars (\$10,000.00).

11. MISCELLANEOUS.

- A. Waiver. A waiver of a breach of any term of this Agreement shall not be considered (1) a waiver of a further breach of the same term, or (2) a waiver of a breach of any other term, or (3) a waiver of a party's right to declare an immediate or subsequent default.
- B. Severability. Each provision of this Agreement is to be interpreted in a manner that is valid and enforceable under applicable law. If any provision is held invalid or unenforceable, the remainder of the Agreement shall have full effect.
- C. Assignment. A party shall not assign this Agreement or any right or obligation under this Agreement without the prior written consent of the other party.
- D. Amendment. The parties can amend this Agreement only by a written document signed by both parties.
- E. Entire Agreement. This Agreement contains the entire understanding between the parties.

AGREED to this \_\_\_\_\_ day of \_\_\_\_\_, 2024, at Petoskey, Michigan.

WITNESSES:

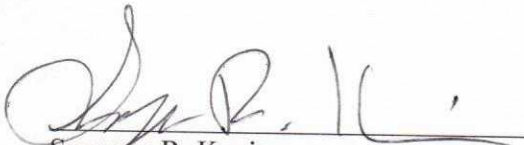
PETOSKEY DISTRICT LIBRARY

\_\_\_\_\_

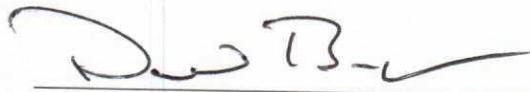
By \_\_\_\_\_

President

COUNTY OF EMMET



Suzanne R. Kanine  
Emmet County Clerk



David Boyer  
Emmet County Administrator