

Petoskey District Library Board of Trustees

500 E. Mitchell
231.758.3100

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

Call to order

Agenda

Approval of Minutes: March 19, 2024

Approval of Bills: March 2024

Financial Statement Review

Reports:

- ◆ Friends of the Petoskey Library
- ◆ Director's Report
 - Construction Update
- ◆ Contracting Townships Representative

Board Members' Comments:

Unfinished Business:

- ◆ Student Trustee?

New Business:

- ◆ Exit Interview with Student Trustee
- ◆ PHSACF Organizational Fund
- ◆ Dress Code Policy
- ◆ Discussion: adding a second Public Comment
- ◆ Springvale Township contract
- ◆ Resort Township contract
- ◆ Little Traverse Township contract
- ◆ Bear Creek Township contract
- ◆ Flip Flop Building Project – second floor

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 March 19, 2024

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

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

Agenda: Approved by consensus.

Minutes from the February meeting: approved by consensus.

Approval of January bills:

- Amy asked about Janet Armstrong bills. Val explained that a check was lost and re-issued.
- Amy asked about Mitchell Graphics. Val explained that the expense was for the quarterly newsletter postage
- Approved by consensus.

Treasurer's report: Amy filled in for Treasurer Nelson and reported that we are on target per the budget.

Friends of the Library report: Lori Smith presented on behalf of the Friends.

- The "Cabin Fever" book sale went well.
- New board member: Jessica Smith
- Will continue night at the library event
- Val explained her vision re: the rearranging and remodeling of the second floor, to the Friends board. The Friends liked the idea and agreed to support it, whenever it might make sense. Mike asked Val for a timeline. Val explained that it is just an idea at this point.

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

- Construction update: 1 more bill will be incurred and paid this spring when the final items are completed after winter.
- PHSACF (Community Fdn) library fund distribution this year will be over \$3k.
 - Val explained to the board how the fund works
 - The board agreed to discuss what to do with the money (take it or re-invest it) at the April meeting
- Val provided copies of the annual report to the board and highlighted its contents.
 - Val pointed out that the circulation number on the report on not accurate but corrected numbers will be available soon.
 - Val noted that the meeting rooms have been really busy, as indicated in the report.

- Val reported to the board that she has been attending meetings of the township trustees to officially request that the library millage be put on their ballots.
- As a complement to the figures in the annual report, Val provided to the board on geographical sources of revenues and population statistics, which shows the contributions of the City and each of the townships and the number of households and cardholders in each area.
- Val has been very pleased with Steve Solomon, the current maintenance person. He has completed many projects that were on the to-do list for a long time before he started in the position.

Board Comments:

- Amy and Mike both complimented Val on the layout and content of the annual report.
- Amy asked about the library's use of ChatGPT. Val stated that it has been very useful.
- Amy was pleased to see the embryonic chickens in the teen section. The staff is hoping to have chicks by Easter.

Unfinished Business:

- Student Trustee update:
 - Kim asked Quintin and Amy for an update. Quintin explained that applications are due this Thursday.

New Business:

- **Personnel Handbook: Vacation allotment change:** Changed to match the City of Petoskey's recent changes. Complete details included in board packet. Val highlighted the following changes.
 - Emergency closings pay policy: Kim asked for a clarification of "emergency" vis-a-vis this policy. Val provided some examples. It doesn't happen often, but can be a weather event or utility problem.
 - Kim asked about "floating holidays". Val explained.
 - Kim asked about the prohibition on wearing jeans. Val explained.
 - Ann moved to approve the policy changes. Amy seconded. Vote taken and motion passed unanimously.
- **Policy review: FOIA** Val explained fee changes.
 - Ann asked if a summary of the FOIA policy is on the website. Val explained that it is, and the full policy is available to the public upon request.
 - Mike made a motion to approve the changes. Ann seconded. Vote taken. Passed unanimously.
- **New Policy: Respiratory Virus** (replacing COVID response policy)
 - Policy changed to match CDC's new guidelines.
 - Amy asked about exposure policy. Val explained.
 - Amy made a motion to approve the new policy. Ann seconded. Vote taken. Passed unanimously.
- **Director Evaluation:**
 - Kim read a summary of the board's 2023 year-end evaluation of Val's job performance and progress toward 2023 and long-term goals. Performance rated as excellent by the board

- Upon Ann's suggestion, Mike made a motion to allow Val the 1% raise allowed for by the board in the 2024 budget, retroactive to her February anniversary date. Ann seconded. Vote taken. Passed unanimously.
- Bear Creek Township requests (3): Present in the audience from BC Township were trustee Joe Hoffman and township employee Garrett Langen-Muir.
 - Further clarification and assurance that BC township money will not be used for capital improvements:
 - The language of the agreement between the PDL and the township will be adjusted as needed to provide further assurance, but this is already provided for therein.
 - Request for representation on the board in a non-voting capacity:
 - This was discussed by the board. Val offered an alternative arrangement of a recurring spot on the monthly meeting agenda for each of the townships to address and ask questions of the PDL board. No decision was made regarding this.
 - Instead of a millage of .4 mills, some township representatives were advocating for an assessment based on the number of cardholders.
 - The board discussed this at length and engaged the township representatives in the discussion. The board expressed a desire to stick with a request to the voters to approve .4 mills, expressing concern about having different arrangements with different townships and the negative consequences that the various parties may suffer by using a cardholder based system, including, but not limited to, a lack of predictability.

Public Comments:

- Holly - supports putting the townships on the PDL meeting agenda.
- Joe Hoffman stated the he has repeatedly encouraged representatives from Little Traverse and Springvale Townships to attend the PDL monthly board meetings.
- Lori Smith asked for clarification of the annual usage report. Val to explain after the meeting.

Adjournment: Meeting adjourned at 5:53 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
103966	03/06/2024	A-1 Outdoor Maintenance LLC	Contracted Services	165.00
103967	03/06/2024	Access Locksmithing Inc.	Building Repair & Maintenance	142.50
104036	03/13/2024	Access Locksmithing Inc.	Building Repair & Maintenance	342.50
104116	03/20/2024	Amazon Capital Services	Books-Children's	13.99
104116	03/20/2024	Amazon Capital Services	Programming - Children	20.00
104116	03/20/2024	Amazon Capital Services	Programming - Young Adult	62.67
104116	03/20/2024	Amazon Capital Services	Audio Visual - Adult	147.69
104116	03/20/2024	Amazon Capital Services	Books - Adult	113.43
104116	03/20/2024	Amazon Capital Services	Periodicals	12.00
104116	03/20/2024	Amazon Capital Services	Audio Visual - Young Adult	49.94
104116	03/20/2024	Amazon Capital Services	Office/Library Supplies	40.96
104038	03/13/2024	AMERICAN LIBRARY ASSOC.	Training & Travel	300.00
104040	03/13/2024	Armstrong, Janet Elaine	Contracted Services	1,320.00
104197	03/27/2024	AT&T	Communications	198.37
103972	03/06/2024	Atchison Paper & Supply	Office/Library Supplies	146.40
103972	03/06/2024	Atchison Paper & Supply	Building Supplies	101.77
104198	03/27/2024	Atchison Paper & Supply	Building Supplies	281.89
104042	03/13/2024	Ballard's Plumbing & Heating	Building Repair & Maintenance	1,952.76
104043	03/13/2024	Bassett, Susan Jane	Contracted Services	1,230.00
104122	03/20/2024	Blue Care Network	Fringe Benefits	2,543.74
104190	03/21/2024	Blue Cross/Blue Shield Mich.	Fringe Benefits	7,279.40
104046	03/13/2024	Center Point Large Print	Books - Adult	27.27
104125	03/20/2024	Center Point Large Print	Books - Adult	83.21
104126	03/20/2024	Cintas Corp #729	Building Supplies	69.42
104126	03/20/2024	Cintas Corp #729	Building Supplies	69.42
104126	03/20/2024	Cintas Corp #729	Building Supplies	27.71
103977	03/06/2024	City Treas. for Utility Bills	Public Utilities	323.08
103977	03/06/2024	City Treas. for Utility Bills	Public Utilities	2,120.19
104047	03/13/2024	Collias-Glaser, Hellene Kay	Contracted Services	720.00
104204	03/27/2024	Delta Dental	Fringe Benefits	297.04
104130	03/20/2024	Dennis Gartland & Niergarth	Professional Services	106.75
104206	03/27/2024	DTE Energy	Heating Fuel	1,246.48
104206	03/27/2024	DTE Energy	Heating Fuel	468.49
104050	03/13/2024	Ducastel, Barbara	Contracted Services	300.00
104054	03/13/2024	Fisher, Amy	Contracted Services	360.00
103987	03/06/2024	Gale/Cengage Learning Inc.	Books - Adult	42.88
103987	03/06/2024	Gale/Cengage Learning Inc.	Books - Adult	26.39
103987	03/06/2024	Gale/Cengage Learning Inc.	Books - Adult	52.78
103987	03/06/2024	Gale/Cengage Learning Inc.	Books - Adult	30.33
103987	03/06/2024	Gale/Cengage Learning Inc.	Books - Adult	135.79
104139	03/20/2024	Gale/Cengage Learning Inc.	Books - Adult	20.80
104139	03/20/2024	Gale/Cengage Learning Inc.	Books - Adult	27.99
104139	03/20/2024	Gale/Cengage Learning Inc.	Books - Adult	21.44
103988	03/06/2024	Garage Door Services Inc.	Building Repair & Maintenance	2,345.20
103988	03/06/2024	Garage Door Services Inc.	Building Repair & Maintenance	955.40
104144	03/20/2024	Goedge, Megan	Training & Travel	357.41
104213	03/27/2024	Goedge, Megan	Programming - Children	10.60
104191	03/21/2024	Gordon Construction Services	Capital Outlay	69,237.79
704180	03/13/2024	Gordon Construction Services	Capital Outlay	.01
704180	03/13/2024	Gordon Construction Services	Capital Outlay	57,344.83
704180	03/13/2024	Gordon Construction Services	Capital Outlay	57,344.83
104061	03/13/2024	Hammond, Linda Lawless	Contracted Services	240.00

Check Number	Check Issue Date	Payee	Invoice GL Account Title	Amount
104062	03/13/2024	Hansen, Carol Margaret	Contracted Services	270.00
104063	03/13/2024	Himebauch, Kelly L	Contracted Services	360.00
103830	03/21/2024	Ingram Library Services	Books-Children's	1,326.26-
103830	03/21/2024	Ingram Library Services	Books - Young Adult	457.41-
103830	03/21/2024	Ingram Library Services	Books - Adult	2,684.33-
104064	03/13/2024	Ingram Library Services	Books - Adult	2,219.64
104064	03/13/2024	Ingram Library Services	Books-Children's	911.45
104064	03/13/2024	Ingram Library Services	Books - Young Adult	378.50
104192	03/21/2024	Ingram Library Services	Books-Children's	1,326.26
104192	03/21/2024	Ingram Library Services	Books - Young Adult	457.41
104192	03/21/2024	Ingram Library Services	Books - Adult	2,684.33
104218	03/27/2024	ISolved Benefit Services	Fringe Benefits	110.47
104065	03/13/2024	Jakeway, Patricia	Contracted Services	810.00
103996	03/06/2024	John E. Green Co.	Building Repair & Maintenance	927.38
104219	03/27/2024	John E. Green Co.	Building Repair & Maintenance	711.56
104153	03/20/2024	Key Government Finance Inc	Interest Payment	7,517.40
103998	03/06/2024	KSS Enterprises	Building Supplies	129.09-
103998	03/06/2024	KSS Enterprises	Building Supplies	189.59
104155	03/20/2024	Little Traverse Disposal	Contracted Services	148.63
104002	03/06/2024	Meyer Ace Hardware	Building Supplies	4.68
104002	03/06/2024	Meyer Ace Hardware	Building Supplies	90.09
104002	03/06/2024	Meyer Ace Hardware	Building Supplies	76.94
104070	03/13/2024	Meyer Ace Hardware	Building Supplies	17.98
104225	03/27/2024	Michigan Science Center	Programming - Children	190.00
104226	03/27/2024	MIDWEST COLLABORATIVE	Training & Travel	100.00
104074	03/13/2024	Midwest Tape LLC	Audio Visual - Adult	110.21
104074	03/13/2024	Midwest Tape LLC	Audio Visual - Adult	100.48
104074	03/13/2024	Midwest Tape LLC	Audio Visual - Adult	39.99
104227	03/27/2024	Midwest Tape LLC	Audio Visual - Adult	214.45
104227	03/27/2024	Midwest Tape LLC	Audio Visual - Adult	79.98
104227	03/27/2024	Midwest Tape LLC	Audio Visual - Adult	81.98
104008	03/06/2024	Mitchell Graphics Inc.	Printing/Advertising/Postage	133.00
104075	03/13/2024	Mitchell Graphics Inc.	Printing/Advertising/Postage	596.00
104157	03/20/2024	Mitchell Graphics Inc.	Printing/Advertising/Postage	4,254.54
104231	03/27/2024	Mitchell Graphics Inc.	Printing/Advertising/Postage	166.00
104076	03/13/2024	Moffett, Nathaniel Brooks	Building Repair & Maintenance	1,094.02-
104076	03/13/2024	Moffett, Nathaniel Brooks	Building Repair & Maintenance	1,094.02
104076	03/13/2024	Moffett, Nathaniel Brooks	Building Repair & Maintenance	1,175.27
104076	03/13/2024	Moffett, Nathaniel Brooks	Building Repair & Maintenance	520.91
104078	03/13/2024	Northern Gale Cleaning & Property Mgmt	Contracted Services	1,500.00
104235	03/27/2024	Northern Gale Cleaning & Property Mgmt	Contracted Services	1,500.00
104013	03/06/2024	OHM Advisors	Capital Outlay	4,500.00
104238	03/27/2024	OneAmerica	Fringe Benefits	96.75
104081	03/13/2024	Overdrive Inc.	Electronic Materials	7,000.00
104239	03/27/2024	PAC2	Contracted Services	976.00
104161	03/20/2024	Peninsula Fiber Network LLC	Communications	89.10
104240	03/27/2024	PETOSKEY FENCE COMPANY	Building Repair & Maintenance	500.00
104244	03/27/2024	Quadient Inc.	Office/Library Supplies	1.10
104244	03/27/2024	Quadient Inc.	Office/Library Supplies	.01
104088	03/13/2024	Srigley, Margaret Anne	Contracted Services	180.00
104248	03/27/2024	Summit Fire Protection	Contracted Services	706.00
104248	03/27/2024	Summit Fire Protection	Contracted Services	740.00
104093	03/13/2024	T-Mobile	Communications	347.94
104255	03/27/2024	Van's Business Machines	Equipment Repair & Maintenance	154.66
104256	03/27/2024	VSP	Fringe Benefits	153.25
104099	03/13/2024	Yallup, Tracey	Contracted Services	360.00

Check Number	Check Issue Date	Payee	Invoice GL Account Title	Amount
Grand Totals:				137,371.72

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
271-000-202.000	63,035.94	200,407.66-	137,371.72-
271-790-724.000	10,480.65	.00	10,480.65
271-790-751.000	188.47	.00	188.47
271-790-752.000	929.49	129.09-	800.40
271-790-760.000	5,486.28	2,684.33-	2,801.95
271-790-760.100	2,251.70	1,326.26-	925.44
271-790-760.200	835.91	457.41-	378.50
271-790-760.400	12.00	.00	12.00
271-790-761.000	774.78	.00	774.78
271-790-761.200	49.94	.00	49.94
271-790-762.000	7,000.00	.00	7,000.00
271-790-801.000	106.75	.00	106.75
271-790-802.000	11,885.63	.00	11,885.63
271-790-850.000	635.41	.00	635.41
271-790-905.000	5,149.54	.00	5,149.54
271-790-912.000	757.41	.00	757.41
271-790-920.000	2,443.27	.00	2,443.27
271-790-924.000	1,714.97	.00	1,714.97
271-790-930.000	10,667.50	1,094.02-	9,573.48
271-790-931.000	154.66	.00	154.66
271-790-958.000	220.60	.00	220.60
271-790-958.200	62.67	.00	62.67
271-790-970.000	131,082.63	57,344.83-	73,737.80
271-792-992.000	7,517.40	.00	7,517.40
Grand Totals:	263,443.60	263,443.60-	.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 = 03/01/2024-03/31/2024

Check Number	Check Issue Date	Name	GL Account	Amount
104033	03/06/2024	Patmos Library	271790955000	17.00
104100	03/13/2024	American AED	271790752000	71.99
Grand Totals:				<u>88.99</u>

CITY OF PETOSKEY
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING MARCH 31, 2024

FUND 271 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>OPERATING REVENUE</u>					
271-081-402.000 STATE AID	8,760.50	8,760.50	17,500.00	(8,739.50)	50.06
271-081-403.000 CURRENT PROPERTY TAX	.00	.00	996,200.00	(996,200.00)	.00
271-081-405.000 PROPERTY TAX - BEAR CREEK	5,457.42	217,182.26	221,500.00	(4,317.74)	98.05
271-081-407.000 PROPERTY TAX - RESORT	9,945.57	171,266.30	175,500.00	(4,233.70)	97.59
271-081-409.000 PROPERTY TAX - LITTLE TRAVERSE	3,340.74	141,073.41	146,500.00	(5,426.59)	96.30
271-081-411.000 PROPERTY TAX - SPRINGVALE	17,390.57	53,025.24	51,000.00	2,025.24	103.97
271-081-445.000 PENALTIES & INTEREST	64.19	370.45	.00	370.45	.00
271-081-566.000 GRANTS	.00	15,200.00	55,900.00	(40,700.00)	27.19
271-081-657.000 PENAL FINES	.00	.00	50,000.00	(50,000.00)	.00
271-081-658.000 REIMBURSEMENTS	1,192.18	1,192.18	3,500.00	(2,307.82)	34.06
271-081-687.000 PAID CARDS	195.00	340.00	3,500.00	(3,160.00)	9.71
271-081-692.000 COPIES	83.45	1,040.15	3,300.00	(2,259.85)	31.52
271-081-694.000 BOOK SALE	1,527.22	3,140.20	12,000.00	(8,859.80)	26.17
271-081-695.000 CONTRACTED WAGES	.00	.00	12,000.00	(12,000.00)	.00
TOTAL OPERATING REVENUE	47,956.84	612,590.69	1,748,400.00	(1,135,809.31)	35.04
<u>NON-OPERATING REVENUE</u>					
271-082-664.000 INTEREST INCOME	1,174.92	6,107.85	10,000.00	(3,892.15)	61.08
271-082-682.000 OTHER	415.10	1,753.66	3,000.00	(1,246.34)	58.46
271-082-684.000 BUILDING RENT	50.00	1,775.00	7,500.00	(5,725.00)	23.67
271-082-696.000 DONATIONS	542.80	4,084.63	10,000.00	(5,915.37)	40.85
TOTAL NON-OPERATING REVENUE	2,182.82	13,721.14	30,500.00	(16,778.86)	44.99
TOTAL FUND REVENUE	50,139.66	626,311.83	1,778,900.00	(1,152,588.17)	35.21

CITY OF PETOSKEY
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING MARCH 31, 2024

FUND 271 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>LIBRARY</u>						
271-790-702.000	SALARIES & WAGES - FULL-TIME	35,403.13	105,895.77	466,600.00	360,704.23	22.70
271-790-704.000	SALARIES & WAGES - PART-TIME	18,070.24	53,129.48	248,400.00	195,270.52	21.39
271-790-724.000	FRINGE BENEFITS	19,823.12	51,315.24	231,400.00	180,084.76	22.18
271-790-751.000	OFFICE/LIBRARY SUPPLIES	310.94	2,418.82	9,500.00	7,081.18	25.46
271-790-752.000	BUILDING SUPPLIES	1,069.47	3,312.59	6,500.00	3,187.41	50.96
271-790-760.000	BOOKS - ADULT	2,609.30	6,846.35	40,000.00	33,153.65	17.12
271-790-760.100	BOOKS-CHILDREN'S	925.44	2,251.70	24,000.00	21,748.30	9.38
271-790-760.200	BOOKS - YOUNG ADULT	378.50	846.46	5,500.00	4,653.54	15.39
271-790-760.400	PERIODICALS	12.00	12.00	8,000.00	7,988.00	.15
271-790-761.000	AUDIO VISUAL - ADULT	888.26	2,376.53	11,000.00	8,623.47	21.60
271-790-761.100	AUDIO VISUAL - CHILDREN	128.50	421.44	1,500.00	1,078.56	28.10
271-790-761.200	AUDIO VISUAL - YOUNG ADULT	49.94	49.94	800.00	750.06	6.24
271-790-762.000	ELECTRONIC MATERIALS	.00	26,563.11	36,000.00	9,436.89	73.79
271-790-762.100	DATA BASES	.00	1,000.00	5,500.00	4,500.00	18.18
271-790-801.000	PROFESSIONAL SERVICES	106.75	368.29	3,000.00	2,631.71	12.28
271-790-802.000	CONTRACTED SERVICES	12,026.63	31,043.00	112,800.00	81,757.00	27.52
271-790-850.000	COMMUNICATIONS	623.22	1,881.81	9,000.00	7,118.19	20.91
271-790-880.000	COMMUNITY OUTREACH	102.00	781.70	3,000.00	2,218.30	26.06
271-790-885.000	DONATION EXPENSE	.00	.00	4,000.00	4,000.00	.00
271-790-887.000	BANK CHARGES	32.73	96.35	500.00	403.65	19.27
271-790-905.000	PRINTING/ADVERTISING/POSTAGE	4,436.49	8,642.73	46,100.00	37,457.27	18.75
271-790-912.000	TRAINING & TRAVEL	717.41	2,668.16	9,000.00	6,331.84	29.65
271-790-915.000	MEMBERSHIPS & DUES	58.00	58.00	2,000.00	1,942.00	2.90
271-790-920.000	PUBLIC UTILITIES	2,443.27	7,659.20	28,000.00	20,340.80	27.35
271-790-924.000	HEATING FUEL	1,714.97	6,044.24	17,500.00	11,455.76	34.54
271-790-930.000	BUILDING REPAIR & MAINTENANCE	4,682.69	16,448.19	31,500.00	15,051.81	52.22
271-790-931.000	EQUIPMENT REPAIR & MAINTENANCE	154.66	154.66	15,900.00	15,745.34	.97
271-790-937.000	INSURANCE & BONDS	.00	.00	8,600.00	8,600.00	.00
271-790-955.000	MISCELLANEOUS	30.95	121.85	3,500.00	3,378.15	3.48
271-790-958.000	PROGRAMMING - CHILDREN	220.60	1,063.82	8,500.00	7,436.18	12.52
271-790-958.100	PROGRAMMING - ADULT	.00	590.00	12,000.00	11,410.00	4.92
271-790-958.200	PROGRAMMING - YOUNG ADULT	62.67	298.80	2,500.00	2,201.20	11.95
271-790-964.000	MAKERSPACE - EQUIP & SUPPLIES	.00	1,277.39	3,000.00	1,722.61	42.58
271-790-970.000	CAPITAL OUTLAY	69,237.80	73,967.80	5,000.00	(68,967.80)	1,479.36
271-790-985.000	EQUIPMENT	.00	.00	3,000.00	3,000.00	.00
271-790-986.000	TECH. EQUIPMENT & SOFTWARE	(28.25)	912.50	17,100.00	16,187.50	5.34
271-790-995.000	ADMINISTRATIVE FEES	.00	.00	7,000.00	7,000.00	.00
TOTAL LIBRARY		176,291.43	410,517.92	1,447,200.00	1,036,682.08	28.37

CITY OF PETOSKEY
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING MARCH 31, 2024

FUND 271 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>BOND DEBT REQUIREMENT</u>					
271-792-991.000 PRINCIPAL PAYMENT	.00	.00	260,000.00	260,000.00	.00
271-792-992.000 INTEREST PAYMENT	7,517.40	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	<u>7,517.40</u>	<u>7,517.40</u>	<u>275,300.00</u>	<u>267,782.60</u>	<u>2.73</u>
TOTAL FUND EXPENDITURES	<u>183,808.83</u>	<u>418,035.32</u>	<u>1,722,500.00</u>	<u>1,304,464.68</u>	<u>24.27</u>
NET REVENUES OVER EXPENDITURES	<u>(133,669.17)</u>	<u>208,276.51</u>	<u>56,400.00</u>	<u>151,876.51</u>	<u>369.28</u>

CITY OF PETOSKEY

BALANCE SHEET
MARCH 31, 2024

FUND 271 - LIBRARY FUND

ASSETS

271-000-001.000	CASH	(84,930.13)	
271-000-001.700	CASH - FIFTH THIRD LIBRARY	729,666.44	
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	12,529.04	
271-010-026.000	TAXES RECEIVABLE - DELINQUENT	8,426.61	
		<hr/>	
	TOTAL ASSETS		667,054.93
			<hr/> <hr/>

LIABILITIES AND EQUITY

LIABILITIES

271-000-202.000	ACCOUNTS PAYABLE	8,762.56	
271-040-253.000	ACCRUED INTEREST	3,759.00	
271-040-260.000	ACCRUED FRINGE BENEFITS	2,550.52	
271-040-292.001	DEFERRED G/L ON REFUNDING	(910.00)	
		<hr/>	
	TOTAL LIABILITIES		14,162.08

FUND EQUITY

271-000-390.000	FUND BALANCE	171,616.34	
271-000-395.000	FUND BALANCE - RESERVED	273,000.00	
	REVENUE OVER EXPENDITURES - YTD	208,276.51	
		<hr/>	
	TOTAL FUND EQUITY		652,892.85
			<hr/>
	TOTAL LIABILITIES AND EQUITY		667,054.93
			<hr/> <hr/>

Petoskey District Library

Director's Report: April 2024

Val's Update:

1. All Management staff and PT staff have had their annual reviews.
2. We are partnering with TOPO Nexus who has created three scavenger hunt type adventures in and around Petoskey. We will have the adventures in the library for families to check out. They are fun activities and will be wonderful for families.
3. I attended Library Advocacy Day in Lansing. I met with Senator Damoose and Rep Friske's aides. (The house was not in session, so Rep Friske was not in town.)
4. Strategic Planning training began. There are three sessions and I am hoping after attending I will be ready to set in motion our planning process.
5. At our all staff meeting, we hosted Lou Gamalski, from Harm Reduction Northern Michigan, who provided a training on the use of Narcan and addiction. She also set us up with a 24/7 dispenser for Narcan.
6. The Eclipse day went off beautifully. We gave out over 1200 glasses and had about 125 people watch the eclipse and attend programs at the library. Handing out the glasses the week prior to the event really helped cut down on chaos that day.

Other Departmental Updates

1. Tahquamenon Library will be closed through out the summer for a construction project. Their patrons will still be able to request books from us, but their collection will not be available.
2. Jodi and Mary Sue are considering a process where all PSP students would be able to be registered at the library using their school ID #. Logistically this is very difficult, but there is a way to make it happen. Mary Sue is working out how we may be able to automate some of the process.
3. Megan and Jodi are planning a "Library Crawl." On a day in September, for library card signup month, staff will partner with a volunteer and provide a pop-up library in multiple locations throughout town. Staff will provide information about library services and register people for a card. We may also partner with a few of the other local libraries.
4. We had a booth at the Children's Fair and at Project Connect.
5. Megan hosted all the first-grade classrooms for First Grade / First Visit.
6. Megan added a Storytime day to the schedule. We now offer three, 0-5 year old, Storytimes each week, 11am Mon, Wed, Thurs.
7. All the summer reading cards are at the printer!
8. There is some staff shifting going on:
 - a. Mary Hohlbein is moving upstairs and will be working the reference desk instead of circulation. She will continue to do outreach.
 - b. Donna requested reduced hours so is moving downstairs, from reference to circulation.
 - c. Tammy is training for circulation services.
 - d. We will be hiring a new shelver.

Attached:

- Monthly statistics
- ROI Calculator

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										
%Change:	-10%	10%	-3%	-17%	-10%	-11%	-7%	-13%	-6%	-5%	-12%	-5%	-10%
<u>Door Counters</u>													
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2022	5147	5574	6732	6510	6103	6934	8264	7548	6036	7110	6108	6222	78288
2023	7843	6780	7608	7498	7292	7788	8713	7429	5760	6688	6133	7301	86833
2024	6724	7346	7823										
%Change:	-14%	8%	3%	15%	19%	12%	5%	-2%	-5%	-6%	0%	17%	11%
<u>Curbside Counts</u>													
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2022	55	33	39	47	27	38	44	28	36	33	32	33	445
2023	17	15	26	25	27	25	26	20	23	9	21	14	248
2024	22	17	29										
%Change:	29%	13%	12%	-47%	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										
%Change:	27%	58%	-24%	-6%	32%	26%	-11%	3%	-5%	14%	56%	78%	15%

2023 Library Services Return on Investment (ROI) Calculator

March 6 2023

I. 2023 Total Library Operations Spending Amount **\$1,335,000**

II. Circulation of Physical Books, DVDs, CDs etc....

Category	Circulation Count	Price per Item	Value	Comparison	Sellback	Net Value	% of Library Value
Books	80,944	\$23.80	\$1,926,467	Purchase	50%	\$963,234	
Periodicals	1,272	\$6.00	\$7,632	Purchase	0%	\$7,632	
Movies on DVD/VHS	13,127	\$4.50	\$59,072	Rent	NA	\$59,072	
Music CD/Cassette	2,338	\$9.99	\$23,357	Purchase	50%	\$11,678	
Books on CD/Tape	1,931	\$10.47	\$20,218	Rent	NA	\$20,218	
Playaway/Tablet Books	16	\$10.47	\$168	Rent	NA	\$168	
Library of Things	629	\$50.00	\$31,450	Purchase	50%	\$15,725	
Physical Circulation Subtotal						\$1,077,726	35.7%

III. Electronic Circulation (eBooks, streamed movies, music downloads, etc..)

Category	Circulation Count	Price per Item	Value	Comparison	Sellback	Net Value	
eBooks	15,611	\$12.50	\$195,138	Purchase	0%	\$195,138	
Audiobook Download	40,111	\$21.00	\$842,331	Purchase	0%	\$842,331	
Magazine Digital Downloads	5,262	\$6.00	\$31,572	Rent	NA	\$31,572	
Movies Streamed	3,897	\$4.00	\$15,588	Rent	NA	\$15,588	
Music Downloads	0	\$0.99	\$0	Purchase	0%	\$0	
Electronic Circulation Subtotal						\$1,084,629	36.0%

IV. Reference Services

	# of Items	Value/Use	Value	
Non-circulating Periodicals used by Patrons	0	\$6.00	\$0	
	# of Library Visitors	# of Reference Items	Avg Cost	
Use of Reference Materials	0	0	\$106.75	
	# of Answers	Value/Hr.	Time/Answer	
Reference Questions & Answers	9,399	\$50.00	6 minutes	
	Database # of Times Used	Value/Use	Value	
Electronic Database Usage Method A*	10,523	\$10.00	\$105,230	
* SEE INSTRUCTIONS. Fill in ONLY Cell B32 OR Cell B34, not both.	Database Hrs. Used	Value/Hr.	Value	
Electronic Database Usage Method B*	0	\$40.00	\$0	
Reference Services Subtotal			\$152,225	5.0%

V. Computer & Technology Services

	# of Hours	Price/Hr.	Value	
Patron Computer Use	5,387	\$29.40	\$158,378	
	# of connections	Price/hour	Value	
Wi-Fi Use (assume 1 hour per connection)	31,180	\$5.00	\$155,900	
	# of Items	Price/Item	Value	
Wi-Fi "Hot Spot" Lending	385	\$14.50	\$5,583	
	# of Patron Hrs.	Value/Hr.	Value	
Computer Training	256	\$25.00	\$6,400	
Computer & Technology Subtotal			\$320,678	10.6%

VI. Other Library Services

	# of Events	Rent/Event	Value	
Meeting Room Use	1,290	\$50.00	\$64,500	
	Attendance	Value/Participant	Value	
Children's Library Programs	2,812	\$20.00	\$56,240	
	Attendance	Value/Participant	Value	
Young Adult Library Programs	843	\$15.00	\$12,645	
	Attendance	Value/Participant	Value	
Adult Library Programs	6,799	\$25.00	\$169,975	
	# of Sessions	Price/Hr.	Value	
GRT Sessions	1,151	\$60.00	\$69,060	
* SEE INSTRUCTIONS. Fill in ONLY Cell B58 OR Cell B60, not both.	# of Students Helped	Price Per Student	Value	
Homework Help Sessions	0	\$20.00	\$0	
	# Meals/Snacks Provided	Price per Meal	Value	
Manna Snack Bags	1,560	\$2.50	\$3,900	
	# of Library Outreach Trips	Patron Cost Saved Per Trip	Average # of Patrons Per Trip	
Outreach Services (Bookmobile etc.) Method A**	182	\$3.03	8	
* SEE INSTRUCTIONS. Fill in ONLY Cell B64 OR Cell B66, not both.	Avg # of Books/Visit	# of Library Trips Saved	Cost Per Trip	
Outreach Services (Bookmobile visits and books delivered to patrons) Method B**	0	3	0	
			\$2.90	
Other Library Services Subtotal			\$380,779	12.6%

Grand Total Benefits of Library Circulation & Services

\$3,016,036

VII. Ratio of Library Benefits to Expenditures

2023 Total Library Operations spending (from cell B3) **\$1,335,000**
Direct Benefit to Spending Ratio **2.26**

VIII. Economic Multiplier

2020 BEA

BEA Household Consumption Multiplier 1.2716

Multiplier Impact to Consumers of Value of Library Services

\$3,835,192

Economic Multiplier Benefit to Spending Ratio

2.87



Petoskey-Harbor Springs Area
community foundation

March 15, 2024

Valerie Meyerson
Petoskey District Library
500 East Mitchell Street
Petoskey, MI 49770

Val:

It's that time of year when we notify you of the annual allocation from the Petoskey District Library Fund. Income allocation is calculated based on 5% payout as applied to the twelve-quarter rolling average fund balance as of December 31, 2023.

The annual income available for distribution from the Petoskey District Library Fund is: **\$3,669.87**

The Library has four options for the distribution as noted on the enclosed form. Please indicate your choice, sign the form and return it by June 30, 2024. If we haven't received your election decision by June 30, the distribution amount will remain in the fund per option 3. Please contact me with any questions regarding these options.

Thank you for your continued trust in the Community Foundation. We are proud to partner with you to help build this fund as a resource for the Library. With the power of endowment, this fund is here for good, forever and will continue to grow.

Sincerely,

Laurissa C. Wendland
Finance & Operations Officer

Enclosures

\$ 90,739.63

Confirmed in Compliance with National Standards for U.S. Community Foundations

1349 US-131 Suite A · Petoskey, MI 49770 Phone: (231) 348-5820 E-mail: info@phsacf.org www.phsacf.org

Dana F. Andrews, Vice President
Jennifer H. Attie
Steven L. Boeckman, Secretary

David H. Deal
Kathryn S. Erber
Courtney M. Font

James W. Ford, President
William K. Henagan
Robert E. Keedy

David L. Jones, Executive Director

Janet M. Mancinelli
Devin D. Marvin
Emerson J. Meyer

Melissa A. Nguyen, Treasurer
Mary E. Rapin
Sarah L. Shuman

Together

we can do more

For good. For ever. For everyone.



Petoskey-Harbor Springs Area
community foundation

Petoskey District Library Fund

2024 - Fund Distribution \$3,669.87

- _____ Yes, please send us a check for the income.
- _____ We choose to add the income to the principal of the Fund.
- _____ We choose to let the income remain in the Fund available for future access, subject to up and down fluctuations in the market.
- _____ We choose to let the income remain in the Fund available for future access, in a cash or cash equivalent account with no exposure to the market.

Signature

Date

Please return by June 30, 2024

(Third option will be default choice if no election by 6/30/2024)

Petoskey District Library Fund

established September 1992

SPENDING ALLOCATION HISTORY

Calendar Year	Option 1 Received allocation	Option 2 Added allocation to Principal	Option 3 Allocation to remain in Spendable Balance subject to market fluctuations	Option 4 Allocation to remain in Spendable with no exposure to market
2023		\$3,297.68		
2022		\$3,140.76		
2021		\$2,773.13		
2020	\$2,572.88			
2019		\$4,268.66		
2018		\$2,031.37	\$(1,989.44)	
2017		\$1,866.80		
2016		\$1,732.83		
2015		\$1,550.23		
1992-2014	\$1,725.98	\$6,309.21	\$1,989.44	
Totals	\$4,298.86	\$26,970.67	\$0	\$0

Petoskey District Library – Personnel Handbook change: Dress Code

4/10/2024

The dress code currently resides in the Personnel Handbook. If approved, this update would be reflected in the Personnel Handbook.

Current Policy states:

Employees are asked to come to work dressed in a conservative, appropriate manner for the Library environment, including but not limited to: no blue denim pants, no low or high cut shirts, no low or high cut skirts, and no low cut slacks. Facility Manager is allowed to wear non-distressed blue denim.

Proposed change:

Dressing appropriately demonstrates respect and consideration for others and is often the first impression of the library. Staff members are required to present themselves in a neat and tidy manner and maintain good personal hygiene. All staff members are required to wear a clearly visible, library name badge while on duty.

Clothing and accessories should not:

- impair health or safety in the workplace;
- have visible holes, frayed edges, or excessive distressing;
- convey offensive, obscene, pornographic, threatening, violent, illegal, or discriminating messages or artwork;
- display foul language;
- advertise political affiliations or statements;
- constitute an item otherwise generally worn during specialized non-business activity, such as sportswear, swimwear or sleepwear.

LIBRARY SERVICES AGREEMENT

This agreement is dated as of the 25th day of April, 2024. It is by and between Springvale Township (the "Township"), of 8198 Mitchell Road, Petoskey, MI 49770, and the Petoskey District Library ("PDL"), of 500 E. Mitchell St., Petoskey, MI 49770.

Background:

PDL operates a public library that is located within and serves the City of Petoskey. The Township is a governmental body located close to the City of Petoskey and outside of the boundaries of PDL's service district. PDL desires to provide library services to taxpayers and residents of the Township if the voters of the Township support library operations by approval of an operating millage under this Agreement. The Township desires to make arrangements for PDL to provide library services to Township taxpayers and residents if the Township voters approve an operating millage in support of library services under this Agreement.

Agreement:

The parties accordingly agree as follows:

1. The Township will submit to its electors the ballot question of whether to approve the levy of 0.4 mills of taxable value annually for the support of library services (the "Library Services Millage") pursuant to this Agreement. This election shall be scheduled to coincide with the election to be held on August 6, 2024. The Township will pay the costs associated with the election that are attributable to the ballot question. The period of the Library Services Millage shall be proposed as being for four years, which includes 2024, 2025, 2026 and 2027.
2. If the Library Services Millage is approved, PDL will continue to provide library services to Township taxpayers and residents for the duration of the millage. Such library services shall be provided to the Township taxpayers and residents in the same manner and on the same terms as such services are provided to taxpayers and residents of the City of Petoskey. These provisions shall expire on December 31, 2028, unless further extended by mutual agreement of the parties.
3. If the Library Services Millage is renewed, the Township will pay to the PDL: all proceeds of the Library Services Millage (subject to any Headlee rollbacks required by law) for the duration of the millage. Such proceeds shall be remitted to the PDL within 30 days of receipt by the Township. The proceeds of the Library Services Millage shall only be used for the operations of the PDL and shall not be used to service debt related to the PDL.
4. If the Library Services Millage is approved, the Township will also assign its share of Penal fine monies and state library aid monies to the PDL.
5. If the Library Services Millage is not approved, the PDL shall have no obligation to provide library services to collective taxpayers and residents of the Township and this agreement shall be void and of no effect. To the extent permitted by state law, the Township shall have no further obligation to assign its share of penal fine monies or state library aid monies to the PDL once all of the library resources of PDL loaned to residents of the Township have been returned or their cost reimbursed.
6. The parties expressly agree that this is not an agreement for the Township to join as a member of the PDL and that the Library Services Millage question is not a referendum on having the Township join the PDL.

7. The parties acknowledge that this Agreement has been the subject of negotiations between the parties and therefore no party shall be construed or considered to have drafted this Agreement for purposes of contractual interpretation.
8. This Agreement may be signed upon any number of counterparts with the same effect as if the signatures were upon the same instrument. Facsimile and electronically transmitted copies of signatures shall be treated as original signatures for all purposes under this Agreement.
9. Each party represents that: (a) it is duly organized, existing and in good standing under the laws of the jurisdiction under which it is organized; (b) the execution and delivery of this agreement and the performance of the obligations imposed (i) are within its powers (ii) have been duly authorized by all necessary action of its governing body, and (c) the persons executing this agreement on behalf of the entity are fully authorized and empowered to do so.
10. This Agreement constitutes the entire agreement between the parties with respect to its subject matter, and all prior negotiations and agreements between the parties concerning this subject matter, whether written or oral, shall be of no further force and effect. This Agreement may not be modified except by a written document signed by both parties.
11. This Agreement shall be for the benefit of and binding upon the successors and assigns of the parties hereto.

SPRINGVALE TOWNSHIP

PETOSKEY DISTRICT LIBRARY

By: Randy McCune, Supervisor

By: Kim Block, President

Dated: _____

Dated: _____

By: Patricia McCune, Clerk

By: Mike Atchison, Secretary

Dated: _____

Dated: _____

LIBRARY SERVICES AGREEMENT

This agreement is dated as of the 9th day of April, 2024. It is by and between Resort Township (the "Township"), of 2232 Resort Pike Road, Petoskey, MI 49770, and the Petoskey District Library ("PDL"), of 500 E. Mitchell St., Petoskey, MI 49770.

Background:

PDL operates a public library that is located within and serves the City of Petoskey. The Township is a governmental body located next to the City of Petoskey and outside of the boundaries of PDL's service district. The parties have previously contracted for the provision of library services. PDL desires to continue providing library services to taxpayers and residents of the Township provided that the additional expenses associated with the provision of those services is recovered. The Township desires to continue arrangements for PDL to provide library services to Township taxpayers and residents if the Township voters approve a renewal of the operating millage in support of library services under this Agreement.

Agreement:

The parties accordingly agree as follows:

1. The Township will submit to its electors the ballot question of whether to renew the levy of 0.4 mills of taxable value annually for the support of library services (the "Library Services Millage") pursuant to this Agreement. This election shall be scheduled to coincide with the election to be held on November 5, 2024. The Township will pay the costs associated with the election that are attributable to the ballot question. The period of the Library Services Millage shall be proposed as being for four years, which includes 2024 through 2027, inclusive.
2. If the Library Services Millage is approved, the Township will pay to the PDL all proceeds of the Library Services Millage (subject to any Headlee rollbacks required by law) for the duration of the millage. Such proceeds shall be remitted to the PDL within 30 days of receipt by the Township. The proceeds of the Library Services Millage shall only be used for the operations of the PDL and shall not be used to service debt related to the PDL.
3. If the Library Services Millage is approved, the Township will also continue to assign its share of penal fine monies and state library aid monies to the PDL for the duration of the millage.
4. In exchange for the payment of the millage, penal fines, and state aid, PDL will provide library services to Township taxpayers and residents for the duration of the millage. Such library services shall be provided to the Township taxpayers and residents in the same manner and on the same terms as such services are provided to taxpayers and residents of the City of Petoskey. These provisions shall expire on December 31, 2028, unless further extended by mutual agreement of the parties.
5. If the Library Services Millage is not approved the PDL shall have no further obligation to provide library services to collective taxpayers and residents of the Township and this agreement shall be void and of no effect. To the extent permitted by state law, the Township shall have no further obligation to assign its share of penal fine monies or state library aid monies to the PDL once all of the library resources of PDL loaned to residents of the Township have been returned or their cost reimbursed.

6. The parties expressly agree that this is not an agreement for the Township to join as a member of the PDL and that the Library Services Millage question is not a referendum on having the Township join the PDL.
7. The parties acknowledge that this Agreement has been the subject of negotiations between the parties and therefore no party shall be construed or considered to have drafted this Agreement for purposes of contractual interpretation.
8. This Agreement may be signed upon any number of counterparts with the same effect as if the signatures were upon the same instrument. Facsimile and electronically transmitted copies of signatures shall be treated as original signatures for all purposes under this Agreement.
9. Each party represents that: (a) it is duly organized, existing and in good standing under the laws of the jurisdiction under which it is organized; (b) the execution and delivery of this agreement and the performance of the obligations imposed (i) are within its powers (ii) have been duly authorized by all necessary action of its governing body, and (c) the persons executing this agreement on behalf of the entity are fully authorized and empowered to do so.
10. This Agreement constitutes the entire agreement between the parties with respect to its subject matter, and all prior negotiations and agreements between the parties concerning this subject matter, whether written or oral, shall be of no further force and effect. This Agreement may not be modified except by a written document signed by both parties.
11. This Agreement shall be for the benefit of and binding upon the successors and assigns of the parties hereto.

RESORT TOWNSHIP

PETOSKEY DISTRICT LIBRARY

By: Robert Wheaton, Supervisor

By: Kim Block, President

Dated: _____

Dated: _____

By: Rufus Welsheimer, Acting Clerk

By: Mike Atchison, Secretary

Dated: _____

Dated: _____

LIBRARY SERVICES AGREEMENT

This agreement is dated as of the 10 day of April, 2024. It is by and between Little Traverse Township (the "Township"), of 8288 S. Pleasantview Road, Harbor Springs, MI 49740, and the Petoskey District Library ("PDL"), of 500 E. Mitchell St., Petoskey, MI 49770.

Background:

PDL operates a public library that is located within and serves the City of Petoskey. The Township is a governmental body located near the City of Petoskey and outside of the boundaries of PDL's service district. PDL desires to provide library services to taxpayers and residents of the Township if the voters of the Township support library operations by approval of an operating millage under this Agreement. The Township desires to make arrangements for PDL to provide library services to Township taxpayers and residents if the Township voters approve an operating millage in support of library services under this Agreement.

Agreement:

The parties accordingly agree as follows:

1. The Township will submit to its electors the ballot question of whether to approve the renewal of 0.4 mills of taxable value annually for the support of library services (the "Library Services Millage") pursuant to this Agreement. This election shall be scheduled to coincide with the election to be held on August 6, 2024. The Township will pay the costs associated with the election that are attributable to the ballot question. The period of the Library Services Millage shall be proposed as being for four years, which includes 2024, 2025, 2026 and 2027.
2. If the Library Services Millage is renewed, PDL will continue to provide library services to Township taxpayers and residents for the duration of the millage. Such library services shall be provided to the Township taxpayers and residents in the same manner and on the same terms as such services are provided to taxpayers and residents of the City of Petoskey. These provisions shall expire on December 31, 2028, unless further extended by mutual agreement of the parties.
3. If the Library Services Millage is renewed, the Township will pay to the PDL: all proceeds of the Library Services Millage (subject to any Headlee rollbacks required by law) for the duration of the millage. Such proceeds shall be remitted to the PDL within 30 days of receipt by the Township. The proceeds of the Library Services Millage shall only be used for the operations of the PDL and shall not be used to service debt related to the PDL.
4. To the extent not otherwise required by law, the Township may continue to assign its share of penal fine monies and state library aid monies to the Alanson Public Library for any periods during which the Township has an agreement with that library for library services.

5. If the Library Services Millage is not renewed, the parties shall have no further obligation to each other under this Agreement, and this Agreement shall be void and of no further effect.

6. The parties expressly agree that this is not an agreement for the Township to join as a member of the PDL and that the Library Services Millage question is not a referendum on having the Township join the PDL.

7. The parties acknowledge that this Agreement has been the subject of negotiations between the parties and therefore no party shall be construed or considered to have drafted this Agreement for purposes of contractual interpretation.

8. This Agreement may be signed upon any number of counterparts with the same effect as if the signatures were upon the same instrument. Facsimile and electronically transmitted copies of signatures shall be treated as original signatures for all purposes under this Agreement.

9. Each party represents that: (a) it is duly organized, existing and in good standing under the laws of the jurisdiction under which it is organized; (b) the execution and delivery of this agreement and the performance of the obligations imposed (i) are within its powers (ii) have been duly authorized by all necessary action of its governing body, and (c) the persons executing this agreement on behalf of the entity are fully authorized and empowered to do so.

10. This Agreement constitutes the entire agreement between the parties with respect to its subject matter, and all prior negotiations and agreements between the parties concerning this subject matter, whether written or oral, shall be of no further force and effect. This Agreement may not be modified except by a written document signed by both parties.

11. This Agreement shall be for the benefit of and binding upon the successors and assigns of the parties hereto.

LITTLE TRAVERSE TOWNSHIP

PETOSKEY DISTRICT LIBRARY

By: William Dohm, Supervisor

By: Kim Block, President

Dated: _____

Dated: _____

By: Abby Urman, Clerk

By: Mike Atchison, Secretary

Dated: _____

Dated: _____

LIBRARY SERVICES AGREEMENT

This agreement is dated as of the 25th day of April, 2024. It is by and between Bear Creek Township (the "Township"), of 373 N. Division Road, Petoskey, MI 49770, and the Petoskey District Library ("PDL"), of 500 E. Mitchell St., Petoskey, MI 49770.

Background:

PDL operates a public library that is located within and serves the City of Petoskey. The Township is a governmental body located next to the City of Petoskey and outside of the boundaries of PDL's service district. The Township has been contracting services with PDL and PDL desires to continue to provide library services to taxpayers and residents of the Township if the voters of the Township support library operations by renewing an operating millage under this Agreement. The Township desires to make arrangements for PDL to provide library services to Township taxpayers and residents if the Township voters approve a renewal of the operating millage in support of library services under this Agreement.

Agreement:

The parties accordingly agree as follows:

1. The Township will submit to its electors the ballot question of whether to renew the levy of 0.4 mills of taxable value annually for the support of library services (the "Library Services Millage") pursuant to this Agreement. This election shall be scheduled to coincide with the election to be held on November 5, 2024. The Township will pay the costs associated with the election that are attributable to the ballot question. The period of the Library Services Millage shall be proposed as being for four years, which includes 2024, 2025, 2026, and 2027.
2. If the Library Services Millage is approved, the Township will pay to the PDL: all proceeds of the Library Services Millage (subject to any Headlee rollbacks required by law) for the duration of the millage. Such proceeds shall be remitted to the PDL within 30 days of receipt by the Township. The proceeds of the Library Services Millage shall only be used for the operations of the PDL and shall not be used to service debt or capital expenditures related to the PDL.
3. If the Library Services Millage is approved, the Township will also continue to assign its share of penal fine monies and state library aid monies to the PDL for the duration of the millage.
4. In exchange for the payment of the millage, penal fines, and state aid, PDL will provide library services to Township taxpayers and residents for the duration of the millage. Such library services shall be provided to the Township taxpayers and residents in the same manner and on the same terms as such services are provided to taxpayers and residents of the City of Petoskey. These provisions shall expire on December 31, 2028, unless further extended by mutual agreement of the parties.
5. If the Library Services Millage is not approved, the PDL shall have no further obligation to provide library services to collective taxpayers and residents of the Township and this agreement shall be void and of no effect. To the extent permitted by state law, the Township shall have no further obligation to assign its share of penal fine monies or state library aid monies to the PDL once all of the library resources of PDL loaned to residents of the Township have been returned or their cost reimbursed.

6. The parties expressly agree that this is not an agreement for the Township to join as a member of the PDL and that the Library Services Millage question is not a referendum on having the Township join the PDL.
7. The parties acknowledge that this Agreement has been the subject of negotiations between the parties and therefore no party shall be construed or considered to have drafted this Agreement for purposes of contractual interpretation.
8. This Agreement may be signed upon any number of counterparts with the same effect as if the signatures were upon the same instrument. Facsimile and electronically transmitted copies of signatures shall be treated as original signatures for all purposes under this Agreement.
9. Each party represents that: (a) it is duly organized, existing and in good standing under the laws of the jurisdiction under which it is organized; (b) the execution and delivery of this agreement and the performance of the obligations imposed (i) are within its powers (ii) have been duly authorized by all necessary action of its governing body, and (c) the persons executing this agreement on behalf of the entity are fully authorized and empowered to do so.
10. This Agreement constitutes the entire agreement between the parties with respect to its subject matter, and all prior negotiations and agreements between the parties concerning this subject matter, whether written or oral, shall be of no further force and effect. This Agreement may not be modified except by a written document signed by both parties.
11. This Agreement shall be for the benefit of and binding upon the successors and assigns of the parties hereto.

BEAR CREEK TOWNSHIP

PETOSKEY DISTRICT LIBRARY

By: Dennis Keiser, Supervisor

By: Kim Block, President

Dated: May 1, 2024

Dated: April 25, 2024

By: Emma Radatovich, Clerk

By: Mike Atchison, Secretary

Dated: May 1, 2024

Dated: April 25, 2024