

Petoskey District Library Board of Trustees

500 E. Mitchell

231.758.3100

Tuesday, March 19, 2024, 5:00 p.m.

Call to order

Agenda

Approval of Minutes: February 22, 2024

Approval of Bills: February 2024

Treasurer's Report on Financial Statements

Reports:

- ◆ Friends of the Petoskey Library
- ◆ Director's Report
 - Construction Update
 - Annual Report

Board Members' Comments:

Unfinished Business:

New Business:

1. Personnel Handbook: Vacation allotment change
2. Policy review: Freedom of Information
3. Policy: Respiratory Virus (previously COVID response policy)
4. Director Evaluation
5. Bear Creek Township requests

Public Comments:

Trustee email training

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 February 22, 2024

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

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

Agenda President Block added Student Trustee Update to Unfinished Business. Approved by consensus.

Minutes from the January meeting: approved by consensus.

Approval of January bills: approved by consensus.

Treasurer's report: Treasurer Nelson referred the board to the reports in the packet.

Friends of the Library report: Merrie Lee Rebillot presented on behalf of the Friends.

- The "Cabin Fever" book sale will be held Mar 3 - 9. This year they are adding more puzzles as well as vintage books.

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

- Val introduced the board to Dana Frank, who has taken over the GRT program and will also work in the Children's department.
- March meeting will be held in the classroom, rather than the Carnegie Bldg.
- Susie Finkbeiner, MI notable author, will be presenting in June.
- We did not receive the Historic grant for Carnegie repairs, as hoped.
- Construction update: about \$20k left of work to do in spring
- In March Val will be presenting the annual report to the townships. She will also be asking them to put the library funding proposal on their November ballots.
- Val called the board's attention to the OMA article in the board packet.
- Small claims court case - The patron has now paid us back in full so Val did not have to go to court today.
- Human library - Val explained this new program and answered the board's questions.
- Eclipse event on April 8. The library will be handing out viewing glasses starting April 1st.
- Amy asked about Family Literacy night. Val explained that attendance was way down and the staff will revisit this.
- Ann mentioned that the front door is not closing properly. Val will have it looked at and fixed.
- Kim thanked Val for including the OMA article in the packet and asked how the OMA applies to group email threads. Val explained that group emails are OK as long as they are not being used to deliberate toward a board decision.

Board Comments:

- Ann shared some interesting history on the Carnegie building and some of the challenges faced during initial construction. There is an upcoming presentation regarding the history of the Carnegie.
- Amy was pleased to see such a variety of people in the building as she entered and made her way downstairs.

Unfinished Business:

- Student Trustee update:
 - Kim asked Quintin about the informational/recruiting video being shown at PHS and also about whether any progress has been made in finding our next candidate.
 - Quintin updated Kim and explained where and when the video is being presented.
 - Amy saw that it was included in the weekly PHS newsletter.

New Business:

- **New Year's Eve as a paid holiday:** Val proposed that the library be closed on Dec 31 so that the NYE event in the evening can be adequately staffed. Val noted that the City offices are also closed on Dec 31.
 - Mike moved to approve the Dec 31 closure. Trevor seconded. No discussion. Vote taken. Motion passed unanimously.
- **New Policy on Programming selection:** Val explained.
 - Kim asked about the League of Women Voters event. Val explained that this is a non-partisan group and that we may partner with them to sponsor an event.
 - Kim asked about the Interfaith event. Val explained that this is a Friends program, not a Library program.
 - Amy expressed her approval of the program survey questions: Did you attend? Did you stay to the end?
 - Ann made motion to approve. Trevor seconded. Vote taken. Passed unanimously.

Public Comments:

- Joe Hoffman asked about the Planned Parenthood program in March. Val explained that the library is not partnering with them.
 - Joe asked who was paying for the space. Val responded that she will check and get back to Joe.

Adjournment: Meeting adjourned at 5:38 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
103744	02/07/2024	A-1 Outdoor Maintenance LLC	Contracted Services	1,575.00
103908	02/28/2024	AARP	Programming - Adult	60.00
103861	02/21/2024	Access Locksmithing Inc.	Building Repair & Maintenance	1,500.00
103862	02/21/2024	Alliance Entertainment	Audio Visual - Adult	326.75
103862	02/21/2024	Alliance Entertainment	Audio Visual - Children	28.37
103862	02/21/2024	Alliance Entertainment	Audio Visual - Adult	192.64
103862	02/21/2024	Alliance Entertainment	Audio Visual - Children	199.59
103862	02/21/2024	Alliance Entertainment	Audio Visual - Adult	110.22
103862	02/21/2024	Alliance Entertainment	Audio Visual - Adult	25.49-
103745	02/07/2024	Alpha Handyman	Contracted Services	350.00
103863	02/21/2024	Amazon Capital Services	Makerspace - Equip & Supplies	834.50
103863	02/21/2024	Amazon Capital Services	Audio Visual - Adult	137.83
103863	02/21/2024	Amazon Capital Services	Books - Adult	148.29
103863	02/21/2024	Amazon Capital Services	Office/Library Supplies	41.25
103863	02/21/2024	Amazon Capital Services	Makerspace - Equip & Supplies	3.99
103863	02/21/2024	Amazon Capital Services	Tech. Equipment & Software	89.99
103863	02/21/2024	Amazon Capital Services	Office/Library Supplies	51.57
103863	02/21/2024	Amazon Capital Services	Programming - Children	31.94
103863	02/21/2024	Amazon Capital Services	Programming - Young Adult	116.96
103863	02/21/2024	Amazon Capital Services	Office/Library Supplies	16.98
103863	02/21/2024	Amazon Capital Services	Makerspace - Equip & Supplies	119.99-
103863	02/21/2024	Amazon Capital Services	Office/Library Supplies	36.95
103863	02/21/2024	Amazon Capital Services	Programming - Young Adult	47.21
103863	02/21/2024	Amazon Capital Services	Makerspace - Equip & Supplies	17.99-
103747	02/07/2024	Armstrong, Janet Elaine	Contracted Services	480.00
103747	02/20/2024	Armstrong, Janet Elaine	Contracted Services	480.00-
103864	02/21/2024	Armstrong, Janet Elaine	Contracted Services	480.00
103914	02/28/2024	AT&T	Communications	198.37
103749	02/07/2024	Ballard's Plumbing & Heating	Building Repair & Maintenance	982.74
103816	02/14/2024	Ballard's Plumbing & Heating	Building Repair & Maintenance	479.59
103750	02/07/2024	Bassett, Susan Jane	Contracted Services	420.00
103917	02/28/2024	Bayscan Technologies	Office/Library Supplies	385.00
103818	02/14/2024	Blue Care Network	Fringe Benefits	2,543.74
103868	02/21/2024	Blue Cross/Blue Shield Mich.	Fringe Benefits	835.76
103920	02/28/2024	Capital Area District Libraries	Miscellaneous	22.95
103755	02/07/2024	Centaris	Contracted Services	401.00
103756	02/07/2024	CHEBOYGAN AREA PUBLIC LIBRARY	Miscellaneous	17.95
103819	02/14/2024	Cintas Corp #729	Building Supplies	69.42
103819	02/14/2024	Cintas Corp #729	Building Supplies	69.42
103921	02/28/2024	Cintas Corp #729	Building Supplies	69.42
103921	02/28/2024	Cintas Corp #729	Building Supplies	69.42
103921	02/28/2024	Cintas Corp #729	Building Supplies	69.42
103757	02/07/2024	Collias-Glaser, Hellene Kay	Contracted Services	180.00
103924	02/28/2024	Delta Dental	Fringe Benefits	212.88
103925	02/28/2024	Demco	Office/Library Supplies	102.50
103871	02/21/2024	Dennis Gartland & Niergarth	Professional Services	181.48
103873	02/21/2024	DTE Energy	Heating Fuel	1,829.97
103873	02/21/2024	DTE Energy	Heating Fuel	682.10
103762	02/07/2024	Ducastel, Barbara	Contracted Services	180.00
103763	02/07/2024	Dunkel Excavating Services Inc.	Building Repair & Maintenance	472.50
103770	02/07/2024	Fisher, Amy	Contracted Services	240.00
103771	02/07/2024	Gale/Cengage Learning Inc.	Books - Adult	25.59

Check Number	Check Issue Date	Payee	Invoice GL Account Title	Amount
103876	02/21/2024	Gale/Cengage Learning Inc.	Books - Adult	59.98
103876	02/21/2024	Gale/Cengage Learning Inc.	Books - Adult	26.39
103876	02/21/2024	Gale/Cengage Learning Inc.	Books - Adult	31.99
103876	02/21/2024	Gale/Cengage Learning Inc.	Books - Adult	31.99
103876	02/21/2024	Gale/Cengage Learning Inc.	Books - Adult	27.99
103773	02/07/2024	Goedge, Megan	Programming - Children	21.76
103825	02/14/2024	Goedge, Megan	Programming - Children	10.60
103877	02/21/2024	Goedge, Megan	Programming - Children	37.43
103775	02/07/2024	Hammond, Linda Lawless	Contracted Services	90.00
103776	02/07/2024	Hansen, Carol Margaret	Contracted Services	60.00
103827	02/14/2024	Harbor House Publishers	Printing/Advertising/Postage	375.00
103778	02/07/2024	Henry, Cameron	Contracted Services	100.00
103879	02/21/2024	Henry, Cameron	Contracted Services	50.00
103779	02/07/2024	Himebauch, Kelly L	Contracted Services	210.00
103830	02/14/2024	Ingram Library Services	Books-Children's	1,326.26
103830	02/14/2024	Ingram Library Services	Books - Young Adult	457.41
103830	02/14/2024	Ingram Library Services	Books - Adult	2,684.33
103881	02/21/2024	Integrity Business Solutions	Office/Library Supplies	35.35
103934	02/28/2024	Integrity Business Solutions	Office/Library Supplies	66.87
103781	02/07/2024	Jakeway, Patricia	Contracted Services	330.00
103782	02/07/2024	John E. Green Co.	Building Repair & Maintenance	290.00
103783	02/07/2024	Kaufman, Lindsey Beth	Training & Travel	60.00
103938	02/28/2024	Little Traverse Disposal	Contracted Services	148.63
103832	02/14/2024	McLaren Northern Mich Hospital	Community Outreach	70.00
103941	02/28/2024	MellyPop! Productions	Programming - Children	345.00
103788	02/07/2024	Meyer Ace Hardware	Building Supplies	14.36
103788	02/07/2024	Meyer Ace Hardware	Building Supplies	43.16
103788	02/07/2024	Meyer Ace Hardware	Building Supplies	7.18-
103788	02/07/2024	Meyer Ace Hardware	Building Repair & Maintenance	71.03
103788	02/07/2024	Meyer Ace Hardware	Building Repair & Maintenance	24.28-
103788	02/07/2024	Meyer Ace Hardware	Building Supplies	46.76
103884	02/21/2024	Meyer Ace Hardware	Building Supplies	20.12
103884	02/21/2024	Meyer Ace Hardware	Building Supplies	58.95
103833	02/14/2024	Meyerson, Valerie	Contracted Services	263.88
103790	02/07/2024	Midwest Tape LLC	Audio Visual - Adult	49.99
103790	02/07/2024	Midwest Tape LLC	Audio Visual - Children	26.24
103790	02/07/2024	Midwest Tape LLC	Audio Visual - Adult	89.98
103790	02/07/2024	Midwest Tape LLC	Audio Visual - Adult	149.97
103887	02/21/2024	Midwest Tape LLC	Audio Visual - Children	18.74
103887	02/21/2024	Midwest Tape LLC	Audio Visual - Adult	174.96
103887	02/21/2024	Midwest Tape LLC	Audio Visual - Adult	81.98
103944	02/28/2024	Mitchell Graphics Inc.	Printing/Advertising/Postage	2,518.07
103889	02/21/2024	Nayax LLC	Contracted Services	8.95
103837	02/14/2024	Northern Gale Cleaning & Property Mgmt	Contracted Services	1,500.00
103946	02/28/2024	Northern Gale Cleaning & Property Mgmt	Contracted Services	1,500.00
103947	02/28/2024	OneAmerica	Fringe Benefits	96.75
103948	02/28/2024	Peninsula Fiber Network LLC	Communications	89.10
103949	02/28/2024	Petersen, Elisabeth	Programming - Adult	200.00
103893	02/21/2024	Petoskey Regional Chamber	Training & Travel	35.00
103840	02/14/2024	Petoskey Sewing Center	Makerspace - Equip & Supplies	129.00
103895	02/21/2024	Quadient Inc.	Office/Library Supplies	2.40
103845	02/14/2024	Scollin, Kate	Office/Library Supplies	20.00
103798	02/07/2024	Smith, Christine R.	Programming - Adult	160.00
103954	02/28/2024	Smith, Christine R.	Programming - Adult	170.00
103955	02/28/2024	Southfield Public Library	Miscellaneous	22.00
103799	02/07/2024	Srigley, Margaret Anne	Contracted Services	30.00
103803	02/07/2024	T-Mobile	Communications	335.75

Check Number	Check Issue Date	Payee	Invoice GL Account Title	Amount
103901	02/21/2024	Trophy Case, The	Office/Library Supplies	21.00
103960	02/28/2024	Van's Business Machines	Office/Library Supplies	469.56
103903	02/21/2024	VSP	Fringe Benefits	153.25
103806	02/07/2024	Yallup, Tracey	Contracted Services	60.00
Grand Totals:				32,504.25

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
271-000-202.000	674.93	33,179.18-	32,504.25-
271-790-724.000	3,842.38	.00	3,842.38
271-790-751.000	1,249.43	.00	1,249.43
271-790-752.000	530.45	7.18-	523.27
271-790-760.000	3,036.55	.00	3,036.55
271-790-760.100	1,326.26	.00	1,326.26
271-790-760.200	457.41	.00	457.41
271-790-761.000	1,314.32	25.49-	1,288.83
271-790-761.100	272.94	.00	272.94
271-790-801.000	181.48	.00	181.48
271-790-802.000	8,657.46	480.00-	8,177.46
271-790-850.000	623.22	.00	623.22
271-790-880.000	70.00	.00	70.00
271-790-905.000	2,893.07	.00	2,893.07
271-790-912.000	95.00	.00	95.00
271-790-924.000	2,512.07	.00	2,512.07
271-790-930.000	3,795.86	24.28-	3,771.58
271-790-955.000	62.90	.00	62.90
271-790-958.000	446.73	.00	446.73
271-790-958.100	590.00	.00	590.00
271-790-958.200	164.17	.00	164.17
271-790-964.000	967.49	137.98-	829.51
271-790-986.000	89.99	.00	89.99
Grand Totals:	33,854.11	33,854.11-	.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 = 02/01/2024-02/29/2024

Check Number	Check Issue Date	Name	GL Account	Amount
103809	02/07/2024	Kiersten's Ride	271790912000	200.00
103858	02/14/2024	Ethical Swag Inc	271790751000	42.30
Grand Totals:				242.30

CITY OF PETOSKEY
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 29, 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	.00	17,500.00	(17,500.00)	.00
271-081-403.000	CURRENT PROPERTY TAX	.00	.00	996,200.00	(996,200.00)	.00
271-081-405.000	PROPERTY TAX - BEAR CREEK	211,724.84	211,724.84	221,500.00	(9,775.16)	95.59
271-081-407.000	PROPERTY TAX - RESORT	161,320.73	161,320.73	175,500.00	(14,179.27)	91.92
271-081-409.000	PROPERTY TAX - LITTLE TRAVERSE	137,732.67	137,732.67	146,500.00	(8,767.33)	94.02
271-081-411.000	PROPERTY TAX - SPRINGVALE	35,634.67	35,634.67	51,000.00	(15,365.33)	69.87
271-081-445.000	PENALTIES & INTEREST	306.26	306.26	.00	306.26	.00
271-081-566.000	GRANTS	15,200.00	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	.00	.00	3,500.00	(3,500.00)	.00
271-081-687.000	PAID CARDS	145.00	145.00	3,500.00	(3,355.00)	4.14
271-081-692.000	COPIES	956.70	956.70	3,300.00	(2,343.30)	28.99
271-081-694.000	BOOK SALE	1,612.98	1,612.98	12,000.00	(10,387.02)	13.44
271-081-695.000	CONTRACTED WAGES	.00	.00	12,000.00	(12,000.00)	.00
	TOTAL OPERATING REVENUE	564,633.85	564,633.85	1,748,400.00	(1,183,766.15)	32.29
<u>NON-OPERATING REVENUE</u>						
271-082-664.000	INTEREST INCOME	4,932.93	4,932.93	10,000.00	(5,067.07)	49.33
271-082-682.000	OTHER	1,338.56	1,338.56	3,000.00	(1,661.44)	44.62
271-082-684.000	BUILDING RENT	1,725.00	1,725.00	7,500.00	(5,775.00)	23.00
271-082-696.000	DONATIONS	3,541.83	3,541.83	10,000.00	(6,458.17)	35.42
	TOTAL NON-OPERATING REVENUE	11,538.32	11,538.32	30,500.00	(18,961.68)	37.83
	TOTAL FUND REVENUE	576,172.17	576,172.17	1,778,900.00	(1,202,727.83)	32.39

CITY OF PETOSKEY
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 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	70,492.64	70,492.64	466,600.00	396,107.36	15.11
271-790-704.000	SALARIES & WAGES - PART-TIME	35,059.24	35,059.24	248,400.00	213,340.76	14.11
271-790-724.000	FRINGE BENEFITS	30,158.92	30,158.92	231,400.00	201,241.08	13.03
271-790-751.000	OFFICE/LIBRARY SUPPLIES	2,107.88	2,107.88	9,500.00	7,392.12	22.19
271-790-752.000	BUILDING SUPPLIES	2,173.70	2,173.70	6,500.00	4,326.30	33.44
271-790-760.000	BOOKS - ADULT	4,188.98	4,188.98	40,000.00	35,811.02	10.47
271-790-760.100	BOOKS-CHILDREN'S	1,326.26	1,326.26	24,000.00	22,673.74	5.53
271-790-760.200	BOOKS - YOUNG ADULT	467.96	467.96	5,500.00	5,032.04	8.51
271-790-760.400	PERIODICALS	.00	.00	8,000.00	8,000.00	.00
271-790-761.000	AUDIO VISUAL - ADULT	1,277.58	1,277.58	11,000.00	9,722.42	11.61
271-790-761.100	AUDIO VISUAL - CHILDREN	292.94	292.94	1,500.00	1,207.06	19.53
271-790-761.200	AUDIO VISUAL - YOUNG ADULT	.00	.00	800.00	800.00	.00
271-790-762.000	ELECTRONIC MATERIALS	19,563.11	19,563.11	36,000.00	16,436.89	54.34
271-790-762.100	DATA BASES	1,000.00	1,000.00	5,500.00	4,500.00	18.18
271-790-801.000	PROFESSIONAL SERVICES	261.54	261.54	3,000.00	2,738.46	8.72
271-790-802.000	CONTRACTED SERVICES	12,566.37	12,566.37	112,800.00	100,233.63	11.14
271-790-850.000	COMMUNICATIONS	1,258.59	1,258.59	9,000.00	7,741.41	13.98
271-790-880.000	COMMUNITY OUTREACH	679.70	679.70	3,000.00	2,320.30	22.66
271-790-885.000	DONATION EXPENSE	.00	.00	4,000.00	4,000.00	.00
271-790-887.000	BANK CHARGES	63.62	63.62	500.00	436.38	12.72
271-790-905.000	PRINTING/ADVERTISING/POSTAGE	3,610.24	3,610.24	46,100.00	42,489.76	7.83
271-790-912.000	TRAINING & TRAVEL	1,650.75	1,650.75	9,000.00	7,349.25	18.34
271-790-915.000	MEMBERSHIPS & DUES	.00	.00	2,000.00	2,000.00	.00
271-790-920.000	PUBLIC UTILITIES	5,215.93	5,215.93	28,000.00	22,784.07	18.63
271-790-924.000	HEATING FUEL	4,329.27	4,329.27	17,500.00	13,170.73	24.74
271-790-930.000	BUILDING REPAIR & MAINTENANCE	11,053.94	11,053.94	31,500.00	20,446.06	35.09
271-790-931.000	EQUIPMENT REPAIR & MAINTENANCE	.00	.00	15,900.00	15,900.00	.00
271-790-937.000	INSURANCE & BONDS	.00	.00	8,600.00	8,600.00	.00
271-790-955.000	MISCELLANEOUS	90.90	90.90	3,500.00	3,409.10	2.60
271-790-958.000	PROGRAMMING - CHILDREN	843.22	843.22	8,500.00	7,656.78	9.92
271-790-958.100	PROGRAMMING - ADULT	590.00	590.00	12,000.00	11,410.00	4.92
271-790-958.200	PROGRAMMING - YOUNG ADULT	236.13	236.13	2,500.00	2,263.87	9.45
271-790-964.000	MAKERSPACE - EQUIP & SUPPLIES	1,277.39	1,277.39	3,000.00	1,722.61	42.58
271-790-970.000	CAPITAL OUTLAY	4,730.00	4,730.00	5,000.00	270.00	94.60
271-790-985.000	EQUIPMENT	.00	.00	3,000.00	3,000.00	.00
271-790-986.000	TECH. EQUIPMENT & SOFTWARE	940.75	940.75	17,100.00	16,159.25	5.50
271-790-995.000	ADMINISTRATIVE FEES	.00	.00	7,000.00	7,000.00	.00
	TOTAL LIBRARY	217,507.55	217,507.55	1,447,200.00	1,229,692.45	15.03

CITY OF PETOSKEY
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

FUND 271 - LIBRARY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
	<u>BOND DEBT REQUIREMENT</u>					
271-792-991.000	PRINCIPAL PAYMENT	.00	.00	260,000.00	260,000.00	.00
271-792-992.000	INTEREST PAYMENT	.00	.00	15,000.00	15,000.00	.00
271-792-993.000	PAYING AGENT FEES	.00	.00	300.00	300.00	.00
	TOTAL BOND DEBT REQUIREMENT	.00	.00	275,300.00	275,300.00	.00
	TOTAL FUND EXPENDITURES	217,507.55	217,507.55	1,722,500.00	1,504,992.45	12.63
	NET REVENUES OVER EXPENDITURES	358,664.62	358,664.62	56,400.00	302,264.62	635.93

CITY OF PETOSKEY

BALANCE SHEET
FEBRUARY 29, 2024

FUND 271 - LIBRARY FUND

ASSETS

271-000-001.000	CASH	(50,084.22)	
271-000-001.700	CASH - FIFTH THIRD LIBRARY		838,331.07	
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		13,109.71	
271-010-026.000	TAXES RECEIVABLE - DELINQUENT		8,426.61	
TOTAL ASSETS				811,146.14

LIABILITIES AND EQUITY

LIABILITIES

271-000-202.000	ACCOUNTS PAYABLE		10,284.97	
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)	
TOTAL LIABILITIES				15,684.49

FUND EQUITY

271-000-390.000	FUND BALANCE		163,797.03	
271-000-395.000	FUND BALANCE - RESERVED		273,000.00	
	REVENUE OVER EXPENDITURES - YTD		358,664.62	
TOTAL FUND EQUITY				795,461.65
TOTAL LIABILITIES AND EQUITY				811,146.14

Petoskey District Library

Director's Report: March 2024

Val's Update:

1. Two grants have been submitted for the library.
 - a. PHSA Community Foundation – for updated equipment for the Film Series, including sound, projection, shades.
 - b. TMobile Community Grant – for new picnic tables w/ solar power and benches for the labyrinth, that will have places for people to plug in to power while they are enjoying the outdoors.
2. I facilitated a SWOT analysis with the Friends. They are working on enhancing two areas: 1. creating a clearer organizational process and 2. looking for a chair for their fundraising event in the fall. I am assisting them in creating Google shared documents, updating the website, and creating some committee descriptions.
3. Unemployment Agency Pop Up office at the library was a success. An agent with the UIA was here all day hosting office hours. Quite a few clients came in and she was able to help a few with their claims. She felt it was a big success and thanked us for our assistance.
4. I've attended City Council, Springvale, Bear Creek, and Resort Township meetings. City Council went well. Council had a few good questions and introduced the board in attendance. Springvale Township was a bit more challenging. Many difficult questions and accusations. I tried to stay calm and answer the questions with facts and information. The Township board voted 3-2, to place the library millage renewal on the August ballot. I attended Bear Creek Township on Wednesday. They requested a meeting with me to discuss the millage renewal. Resort Township meeting went well, they requested I send them a sample agreement and ballot language. I attend Little Traverse on April 10.
5. I met with Shane Horn on Thursday. We reviewed some of the building transfer issues. Discussed the millages and funding Carnegie maintenance projects.
6. All management staff are working on succession planning documents to secure a plan for an unexpected absence or retirement.
7. I attended a session on Anishinaabe 101, a very informative session by Miigwech Inc. It broadened my understanding of the LTBB of Odawa history and current

Construction Update

Punch list items are still being worked on. Landscaping still to be completed.

Other Departmental Updates:

- Jodi put together a Jeopardy like game for her staff to review all the details of the circulation procedures. All had a fun time – kudos to Jane for her knowledge and quick hand to take home the win.
- We can now accept Apple Pay at the circulation desk.
- Megan, with funding from the Friends, has purchased dry erase boards, carpet, and cushy seating for the tween area. Should arrive in the next few weeks.
- Glitter party, in conjunction with Downtown Winter festival was a huge success and not too much glitter afterwards.
- Eclipse programming is coming together. Join the library on April 8 for viewing opportunities and watch for solar and space related programming to follow.

- Staff met to discuss ways to bolster participation in our Summer Reading Clubs: school visits are scheduled for May; daily social media posts will be generated from the bingo cards; SRP will be mentioned at all programs in May.
- Mary B and Mary H continue to work on the Human Library. We currently have about 10 “books” signed up and are looking to add more.
- Nisa presented a session at MLA’s Spring Institute.
- Steve has been working hard to fix many issues that have been on the to do list for a long time. It has been a very productive few months, including:
 - Lower level fire door repair
 - Electronic key fob updated
 - Secured counter at self check
 - Painted high priority teen area
 - Repaired back splash in women’s restroom
 - Continued to trouble shoot (and we think solve) the smelly hot water issue at staff sinks.
 - Corrected the lack of hot water in the public restroom sinks
 - Corrected flickering lighting issues

Intellectual Freedom Update

Northview Public Schools heard challenges about eight books in their libraries and denied all 8 requests to remove them from the shelves.

Background information on the Right to Read: <https://bit.ly/4aef8RN>

Attached:

- Monthly statistics
- Staff conference report: Megan Goedge, Spring Institute

(orange = pandemic services)

OverDrive Circulation

Hoopla Circulation

Kanopy Circulation

RB Digital Magazines Circulation -- Overdrive Magazines

Library Chat

(orange = pandemic services)

Mango Languages

(orange = pandemic services)

[illegible]

PDL: Montly Statistics Comparisons

(orange = pandemic services)

	<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											
%Change:	-10%	10%	-8%	-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											
%Change:	-14%	8%	13%	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											
%Change:	29%	13%	-33%	-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											
%Change:	27%	58%	12%	-6%	32%	26%	-11%	3%	-5%	14%	56%	78%	15%



Megan Goedge
Spring Institute 2024

Wednesday, March 6

[Welcome Reception at the Hackley Public Library](#)

A great opportunity to talk to and meet colleagues. Hackley has a collection of Vox books that are very popular. There were also fun ideas for programs like Llama Destroys the World based on the book.

Thursday, March 7

[Opening Keynote with Princess Castleberry: Unlock Your I.M.P.A.C.T](#)

“We can’t protect libraries and the right to read if we don’t protect ourselves.” This was more than a self-care talk, but still encouraged librarians to put ourselves first to be able to serve patrons and communities. Princess asked why we want to make a splash and suggested undoing the past to build the future and to be present to create impact. Princess also shared that women make an inordinate amount of decisions and that’s no different at work. She put a heavy emphasis on using ChatGPT to help take away some decision making. “AI won’t replace humans, it will replace humans who aren’t using AI.” Princess hit the nail on the head when she mentioned that library programming seems to fall off for the tween age group (based on her family experience at her local public library) and thinks it’s because of the amount of time and energy it takes to plan things so she encouraged us to use ChatGPT for that.

Unlock your IMPACT:

Invert your gifts

Manage stress response

Power up your position

Align your goals and actions

Calibrate your community

Transfer your power

Action items: Use ChatGPT if and when appropriate. Lean into tween programming.

Dynamic Displays: Spice Up Your Space

A wonderful session with so many ideas. The presenters do a lot of displays!

Action items: Put our displays on social media. Have a kid librarian display. Add books to the dramatic play area. Keep a photo record of displays. Do a WHO HQ display. Try interactive displays like vote for the best, etc. Use Library of Things items/placards in displays. Use the digital displays to talk about books.

Social Media, Songs, and Storytime: a Q and A with Kate Reynolds

Kate shared wonderful song resources on the website Storytime Solidarity. She shared some social media tips like using stories targets your followers, while posts just go out to general users.

Action items: Use props and breathing activities for transitions in storytime. Use the song resources on Storytime Solidarity. Capitalize on social media to boost children's programs and events.

Popcorn Session: Elementary Age Programming

This session was an unconference model where attendees shared ideas and feedback instead of a presenter.

Action items: Writing club in D&D style where kids roll dice for characters, setting, problem, etc. Use Mad Libs and activities at each session. Open Art Studio program with a brief talk about the artist then open it up to creating. Do art in a park and end with a picnic!

Afternoon Keynote with Kate Reynolds - From Lavender Librarian to Storytime Solidarity: An Alliterative Autistic Adventure

Kate shared her journey as an autistic librarian and how during a very rough time in her life started Storytime Solidarity (to fill the hole of the defunct Storytime Underground) and it saved her. She gave practical advice and anecdotes of accommodations that are helpful in the workplace.

Action item: Consider that folks receive information in all kinds of ways.

Field Trip to Storyville

A field trip to two branches of the Muskegon Area District Library to explore their Storyvilles. "Storyvilles are early literacy, child-sized villages where children ages 0-5 and their caregivers can let their imaginations run wild! Each village helps children have fun while preparing for kindergarten by focusing on playing, reading, singing, talking, and writing." These installations are life-size and super impressive. I had a lot of thoughts, however. How much of their collections did they give up at the four branches to install these? Do the visits to Storyville equate to higher circulation? Do caregivers engage with kids in Storyville and use the early literacy prompts?

<https://www.madl.org/services/storyville/index.php>

Action item: Reinforcing messaging near the toys related to read, talk, sing, write, and play.

Friday, March 8

Morning Keynote with Tirzah Price - Safe in the Stacks

Tirzah spoke mostly about her life as a writer and library worker with a short stint as a library director in rural Iowa.

Tender Topics: Helping Families with Difficult Conversations

The ideas that session participants shared for tender topics kits was brilliant. The presenter, Emily Vickers, challenged us to think hard about what realia and manipulatives we would add to our kits because anyone can add seven books to a kit and call it a day.

Action item: Start collecting ideas and resources for tender topic kits to shelve in the Parenting collection.

Building Teen Resilience: Using Trauma-Informed Practices to Boost Teen Services

Nisa presented this session with my giving a short part at the start of the presentation about childhood develop from ages 0-9.

Should It Stay or Should It Go?

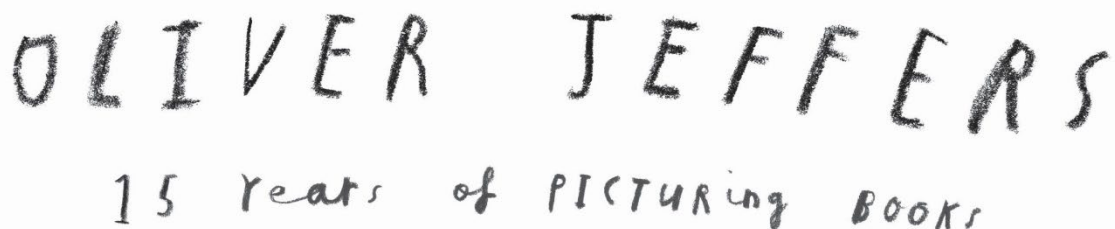
The presenters talked about a successful program they ultimately decided to scrap, but when emotions got too involved, they turned to a rubric because data doesn't lie. "If you weren't doing this program, how else would you spend your time and energy?"

Action item: Use the rubric to evaluate programs if needed, but definitely use it to decide *why* we might be doing a program.

Closing Keynote with Eric Hemenway

Eric is a well-known speaker in Petoskey, so it was a delight to hear him talk in relation to kids, reading, and family.

Of note!



OLIVER JEFFERS
15 years of PICTURING BOOKS

Oliver Jeffers: 15 Years of Picturing Books is an upcoming exhibit at the Muskegon Museum of Art and I got a sneak preview! It was so fun to see Oliver's original sketches of his beloved children's books. I also learned about The National Center for Children's Illustrated Literature, which is where the exhibit is on loan from.

<https://muskegonartmuseum.org/exhibition/oliver-jeffers-15-years-of-picturing-books/>

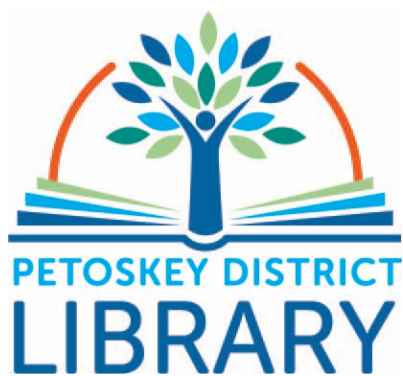
<https://www.nccil.org/>

Great Ideas List

Because conferences are about networking, I was purposeful about talking to colleagues and asked them to share library ideas or info that I wrote down on a list.

Action items: LEGO spike robots. Telescope petting zoo. Family puzzle competition. Crafternoons. Stickerpalooza! Outdoor sensory playtime.

Last updated: ~~February 22~~August 25, 2024~~2~~



Employee Handbook

[REVISED April 28, 2022]

Welcome

Welcome to **PETOSKEY DISTRICT LIBRARY**! We are delighted that you have chosen to join our organization and hope that you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further **PETOSKEY DISTRICT LIBRARY's** goals.

We are passionate about building and sustaining an inclusive and equitable environment for all staff and patrons. We believe every team member enriches our overall strength by exposing us to a broad range of ways to understand and serve our community.

You are joining an organization that has a reputation for outstanding leadership, innovation, and expertise. Our employees use their creativity and talent to invent new solutions, meet new demands, and offer the most effective services/products in the industry. With your active involvement, creativity, and support, **PETOSKEY DISTRICT LIBRARY** will continue to achieve its goals. We sincerely hope you will take pride in being an important part of **PETOSKEY DISTRICT LIBRARY's** success.

Please take time to review the policies contained in this handbook. If you have questions, feel free to ask your supervisor or our library director.

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Introduction

General Principle

The Petoskey District Library has established these policies and procedures for personnel employed by the Petoskey District Library. Personnel policies have been developed to assist employees of the Library to understand the terms and conditions of their employment. The contents of this Policy (Handbook) constitute only a summary of the employee benefits, personnel policies, and employment regulations in effect at the time of publication. The current insurance plan documents will control insurance benefits. The policies and benefits set out in the Handbook can be changed at any time without advance notice at the discretion of the Library Board of Trustees. However, changes will apply prospectively, only. Therefore, this Policy (Handbook) should not be viewed as creating any kind of employment contract. An employee still has the right to terminate employment at any time.

Employment Condition

Employee Selection

The Board of Trustees shall hire the Library Director. The Library Director shall hire all other employees and staff within the constraints of the approved budget. The Library Director is responsible for creating job descriptions. The Library Board of Trustees will approve the wage scale associated with each job description. The Board of Trustees shall be notified when a person is hired.

Employee Status

All employees are deemed “at will” employees. “At will” is defined as either the employer or employee may terminate the employment relationship at any time, with or without cause, with or without notice.

Full-time employment is defined as working a minimum of an average of a 40-hour workweek that includes a one-hour break each day (unless otherwise agreed upon with the director). All full-time employees are considered salaried exempt. Full-time employees are eligible for benefits package, as stipulated by the City of Petoskey, or as stated in a contract.

A permanent part-time employee is defined as being employed for at least six months and working a minimum of 25 hours per regularly scheduled workweek, on average.

A part-time employee is defined as working less than an average of 25 hours per week or been employed for less than six months.

A non-supervisor staff member may be trained as “Staff in Charge.” If a staff member is trained as such, they may oversee the building on an as needed basis. If a non-supervisor is designated “Staff in Charge,” they will be compensated with \$20 of other income on the next pay cycle.

The Petoskey District Library conducts background checks of all individuals to be hired, including criminal, credit, references, and background. An authorization signed by applicants is a required prerequisite for employment with the Library. The Petoskey District Library complies with the requirements of the Fair Credit Reporting Act.

Wages

- a. Wage ranges are set by the Library Board of Trustees.
- b. Wage ranges shall be presented with the budget prior to the September meeting of the Library Board of Trustees for revision or change.
- c. Paychecks are issued on a biweekly basis, dependent upon the City of Petoskey schedule.

Equal Opportunity and Commitment to Diversity

Equal Opportunity

The Petoskey District Library is an equal opportunity employer and will not discriminate with regard to religion, race, color, national origin, age, gender, sexual orientation, pregnancy and conditions related to pregnancy, marital status, citizenship status, genetic information, disability, military status, weight, height, or any other category protected by state or federal law. Individuals with a disability that requires an accommodation to perform the essential functions of his/her job should request accommodation from the Director. We will make every effort to provide reasonable accommodations for qualified individuals.

Americans with Disabilities Act & Michigan Persons with Disabilities Civil Rights Act

In compliance with the Americans with Disabilities Act and Amendment Act (ADAAA) and the Michigan Persons with Disabilities Civil Rights Act (PWDCRA), the Library does not discriminate against qualified individuals, (as defined by the act), or individuals with a disability, (as defined by the act), with regard to job application procedures, hiring, discharge, employee compensation, advancement, job training, and other terms, conditions, and privileges of employment. The Library will make every effort to make reasonable accommodations for qualified individuals with disabilities.

If you are unable to perform your job duties without an accommodation, assistance or an adaptive aid or device, you must notify the Employer of your special need. Under Michigan law only, the notice must be provided to your Employer in writing of the need for accommodation within 182 days after the time you knew or reasonably should have known that an accommodation was needed. Please notify the Director in writing if you need an accommodation.

Genetic Information Non-discrimination

The Library shall not discriminate in any term or condition of employment or make any employment decisions based on genetic information of the employee or his/her family members and it shall not acquire any such information except as permitted under the Genetic Information Non-Discrimination Act of 2008.

In general, exceptions may include information obtained inadvertently or in connection with wellness programs, where information is necessary to comply with the certification provisions of the Family and Medical Leave Act (should that apply to the Library), where commercially and publicly available information is purchased, where genetic monitoring is conducted of the effects of toxic substances in the workplace in compliance with OSHA regulations and for law enforcement purposes.

The Library shall treat genetic information as confidential medical records and comply with confidentiality requirements of the Americans with Disabilities Act and the Health Insurance Portability and Accountability Act of 1996, and any disclosure shall be in compliance with applicable state and federal laws.

The Genetic Information Nondiscrimination Act does not prohibit “the use, acquisition, or disclosure of medical information that is not genetic information about a manifested disease, disorder, or pathological condition of an employee or family member, including a manifested disease, disorder, or pathological condition that has or may have a genetic basis.” Genetic information generally means information derived from a genetic testing which analyzes human DNA, RNA, chromosomes, proteins, or metabolites and that detects genotypes, mutations or chromosomal changes and the manifestation of a disease or disorder in family members of an individual.

No Harassment

Harassment of any of our employees, applicants, or customers is not tolerated. Any form of harassment related to an individual’s race, color, religious creed, national origin, gender, sexual orientation, citizenship status, ancestry, veteran status, membership in the Armed Services, age or disability, or any other category protected by State or Federal law, is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term “harassment” includes:

- unwelcome sexual advances and requests for sexual favors
- threatening reprisals for an employee’s refusal to respond to requests for sexual favors
- offensive physical conduct
- display of offensive pictures, drawings or photographs
- offensive remarks, comments, jokes or slurs pertaining to an individual’s race, sex, gender, religion, age, disability, etc.

Any questions about what constitutes harassing behavior, or what conduct is prohibited by this policy should be directed to the Library Director.

Supervisors are also covered by this policy and are prohibited from engaging in any form of harassing conduct. Further, no supervisor or Trustee has the authority to suggest to an employee or applicant that the individual’s employment, continued employment, or future advancement will be affected in any way by the individual’s entering into (or refusing to enter into) any form of personal relationship with the supervisor or Trustee.

Harassment of our employees in connection with their work by non-employees is also a violation of this policy. Any employee who experiences or observes any harassment of an employee by a non-employee should report such harassment to his or her supervisor. Appropriate action will be taken.

Conduct, which constitutes harassment under some circumstances, may not be harassment under other circumstances – it often depends upon how the conduct was intended and received. Therefore, an employee should let the person know in clear terms that the conduct is offensive and not laugh or shrug off objectionable behavior.

Notify the Library Director immediately if you feel that you are being harassed by another employee or by anyone else. If the problem involves the Library Director, or if you do not feel that the matter can be discussed with the Library Director, immediately contact any member of the Library Board of Trustees. Your complaint will be kept as confidential as possible and will not be penalized in any way for reporting a harassment problem. If at any time you determine that your report has not been handled to your satisfaction, you should immediately arrange to speak with the President of the Library Board of Trustees to address the issue.

A harassment problem cannot be resolved unless it is known about it. Therefore, it is the employee's responsibility to bring any such problems to attention of the Library Director or the Library Board of Trustees so that steps can be taken to correct the problem.

Conflicts of Interest and Confidentiality

Dissemination of Information

When dealing with the public, employees must keep in mind that they should be courteous and provide factual answers to questions. Questions pertaining to areas outside the employee's level of responsibility or expertise are to be referred to their direct supervisor, the Library Director, President of the Library Board of Trustees, or designated spokesperson.

Press releases shall be released from the Library Director's office, or Library Director's designee, or from the President of the Board of Trustees.

All news relating to policy shall be released from the Library Director's office, and any other dissemination of information to the public shall be approved by the Library Director or handled only by those employees with direct knowledge of and responsibility for the subject. This is not intended to interfere with employee's rights under Section 7 of the NLRA.

Privacy Policy Disposal/Shredding of Sensitive Data

The Petoskey District Library has procedures in place for the disposal of sensitive data in compliance with the Federal Trade Commission regulation of 2004. This regulation dictates the proper disposal of consumer report information and records under the Fair and Accurate Credit Transaction Act of 2003 (FACTA, Pub L. 108-159, 111 stat. 1952) and the Fair Credit Reporting Act (FCRA 15 USC 1681 et

seq.). Accuracy, privacy, limits on information sharing, and new consumer rights to disclosure are included in the FACTA. (Pub. L. 108-159, 111 Stat. 1952).

Sensitive Data includes 1. personal information including telephone numbers, addresses or social security numbers; 2. credit checks, background check or consumer reports; 3. laptop computers; and 4. discarded computer equipment. All Employees that have access to or obtain sensitive data must keep the information confidential. Should any document containing sensitive data need to be disposed of, such document shall be placed in the designated locked recycle bin for shredding or shredded with a personal shredder.

Social Security Number Privacy Policy

In accordance with the Social Security Number Privacy Act, the Petoskey District Library will keep all social security numbers confidential and will not disclose social security numbers unlawfully. Personnel and payroll records are kept in locked file cabinets, only accessible to the Director or designated administrator. The Petoskey District Library, in conjunction with the City of Petoskey, uses your Social Security Number only for specific, limited, administrative purposes, allowed by law. Currently, these include to verify employment and to administer our various benefit programs. Any documents containing social security numbers that are destroyed will be shredded in accordance with record retention guidelines. Any person who violates this privacy policy is subject to discipline up to and including termination.

Employment Relationship

Keeping us informed

Your current address, telephone number, emergency contact, and any information about your family status must be recorded with the Library Director. Any changes in this information must be reported in writing to the Library Director. This is very important to you, and the Library in the event of an emergency and in connection with such things as Social Security, withholding taxes, insurance benefits, letters to your home, changes in work schedules, etc. Please notify us whenever changes occur in the following areas:

- (1) Change of home address and/or telephone number;
- (2) Your marital status; marriage, divorce, or legal separation, etc.;
- (3) Birth or death in your immediate family;
- (4) Legal change of your name;
- (5) Changes in citizenship status;
- (6) Outside employment;
- (7) Any health issue or disabilities which require an accommodation for your job;
- (8) Injuries that occur at work or that affect your ability to do your job.

Employees must notify the Library Director of any criminal conviction within, and not later than, five (5) days after such conviction. The Library Director is then required to notify any appropriate federal agency, which grants money to the Petoskey District Library, of such conviction within ten (10) days of receipt of notification from the employee.

Volunteers

The Library encourages interested individuals to volunteer their time and services with the Friends of the Petoskey Public Library.

Minors under employee care

While it is the Library's intention to be flexible and accommodating in times of individual staff need, it will be the Library's policy that children, grandchildren, or other minors under an employee's care not be permitted to accompany an employee to the Library during their regularly scheduled work period. If the minor is otherwise using the services at the Library, the employee cannot be primarily responsible for their care nor shall such minor be allowed in any non-public areas. If an emergency situation requires the employee to bring a minor child under their care to work, the Department Head **MUST** be consulted before the child is brought into the building.

Workweek and Hours of Work

Hours of work

Work schedules will be set by the Supervisor to adequately cover the hours of operation and may be altered, as need dictates. Evening and weekend hours will be included.

Meal and Rest Breaks

All part-time staff are eligible for 20 minute paid breaks for the first five hours worked. Staff would add an additional 5 minutes for each hour above five worked.

Timekeeping

Full-time employees need to keep track of their hours. Due to the extended hours of operation, the Library works on a flexible schedule. Full-time staff may utilize compensatory time within a month of accumulation. Full-time staff are required to track their own hours and compensatory hours. Paid leave hours will be tallied on the bi-weekly timecard. Timecards will be turned in on a bi-weekly basis, even if there are no paid leave hours tallied.

All part-time staff will track actual hours worked by use of written time sheets. All part-time employees are required to keep their time sheet current, showing the start time, lunch period and other unpaid breaks, and quitting time for each workday. At the end of each work pay period, the time sheet is signed and submitted for processing.

Overtime

Overtime work – It may occasionally be necessary to ask an employee to work more than his/her regularly scheduled hours to meet staffing needs. Part-time staff may work up to 29 hours per week. Supervisors may occasionally approve working more than 29. Hours over 40 hours per week are

considered overtime hours. Overtime hours must be pre-approved by the Supervisor and are paid at time and a half.

Workplace Safety

Workplace violence/weapons policy

The Library is committed to providing a safe environment for its employees, patrons and visitors.

Zero Tolerance for Violence: “Violence” is defined to include physically harming another in any way; shoving or pushing; physical intimidation or coercion; brandishing weapons; and/or threatening violence or causing harm to another. Any display, attempt or threat of violence in the workplace or at a Library sponsored event or during the workday shall subject the employee to disciplinary action up to, and including, immediate termination.

Zero Tolerance for Weapons: Weapons of any kind including, but not limited to, guns, chemical sprays, brass knuckles, knives, clubs or any other object that is intended to be used as a weapon is prohibited and not permitted on Library premises or at a Library sponsored event or during the work day. Possession of a weapon in violation of this policy, regardless of whether the employee obtained a permit to carry such a weapon, shall subject the employee to disciplinary action up to, and including, immediate termination absent advanced written consent by the Director.

Reporting Potential Problems: It is each employee’s responsibility to prevent violence in the workplace. Employees can help by reporting to management their observations in the workplace. Employees are required to report any incident of violence or violation of this policy immediately. Failure to do so may result in disciplinary action.

Again, we urge all employees to report any concerns that they might have about a change in behavior of a co-worker or a patron that may be indicative of a potential risk of violence (e.g. increased agitation or argumentative behavior). All reports will be kept confidential to the extent possible, thoroughly investigated, and appropriate action will be taken.

Security: Security of Library personnel and property is of the highest concern to us. No weapons of any type are allowed on the premises. Any violations of our Workplace Violence Policy set forth above will result in discipline up to and including immediate termination as well as possible prosecution.

The Library building and property are monitored with security camera systems at all times.

These procedures are necessary for the safety, health and security of everyone at the Library and the protection of our property and facilities. Submission and compliance with these rules is a condition of your continued employment.

Anti-bullying

The Library defines bullying as *“repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of*

employment.” Such behavior violates the Library’s policy that all employees will be treated with dignity and respect.

The purpose of this policy is to communicate to all employees, including supervisors, managers and the director that the Library will not in any instance tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. The Library considers the following types of behavior examples of bullying:

Verbal Bullying: slandering, ridiculing or maligning a person or his/her family; persistent name calling which is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.

Physical Bullying: pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person’s work area or property.

Gesture Bullying: non-verbal threatening gestures, glances that can convey threatening messages.

Exclusion: socially or physically excluding or disregarding a person in work-related activities.

Drug-free Workplace

- In compliance with the federal Drug-free Workplace Act of 1988, the Petoskey District Library prohibits the unlawful manufacture, distribution, dispensing, possession, sale, or use of a controlled substance or illegal drugs in the workplace.
 - Marijuana is illegal under federal law. Employees may not use or possess marijuana on any Agency property or in Agency vehicles, or in the course of employment. Agency policy also prohibits employees from reporting to work under the influence of a controlled substance, such as marijuana. This is true whether the marijuana is smoked or ingested through other means.
 - Americans with Disabilities Act (ADA) does not require employers to allow marijuana use as a reasonable accommodation for someone with a disability, even if that person is a registered medical marijuana patient.
- An employee whose ability to work is impaired by a drug prescribed for the employee by a physician and used by the employee as prescribed, will not be permitted to remain at work while impaired and may be subject to disciplinary action where abuse is involved.
- A Library employee convicted of a drug violation in the workplace, as defined by the Drug-free Workplace Act of 1988, will be subject to disciplinary action in accordance with the state and federal statutes and Library policies, and may be required to satisfactorily participate in a substance abuse assistance or rehabilitation program. Disciplinary action may result in penalties up to, and including, discharge.
- Use of illegal drugs including marijuana, or alcohol use will not be tolerated. Put simply, reporting to work with no drugs or alcohol present in your system is expected.

No Smoking

Under the provisions of the Public Health Clean Air Regulation Act of 2005 of Emmet County, use of any tobacco, tobacco-like products, or e-vapor is prohibited within all Library work areas and public spaces inside and outside, including the main Library and the Carnegie Building.

Health and Safety

Each employee involved in any accident that includes bodily injury or property damage in the course of his or her work, whether or not involving vehicle operation, shall promptly and completely report the details to the Director.

Accident Reporting

The employee shall immediately, if practical, file an accident report that includes accurate, complete, and unbiased information fully describing the accident, the persons and/or vehicle involved, their insurers (if known), names and addresses of witnesses, and any other pertinent information.

All injuries sustained by an employee in the course of his/her work will, when the Library so designates, be evaluated by a Library-appointed-physician, provided the Library agrees to pay the cost of such an examination or treatment.

Each employee shall comply with standard safety regulations. Failure to observe this requirement or to promptly file a complete and accurate report as required herein, or to adhere to any of the Library's safety rules, shall subject the employee to disciplinary action.

No fewer than four staff members should be in the building during regular hours of operation.

Emergency Closings

Please review the emergency closure packet for ~~this~~ detailed information.

If staff are sent home early or are asked to not come in for an emergency closure, they will be paid for their regularly scheduled hours. If staff opt to go home early, prior to the emergency closure, their hours will be adjusted.

Workplace Guidelines

Problem Solving

All employees are obligated to discuss complaints concerning employment conditions with their immediate supervisors. Complaints must be stated within five (5) working days after occurrence of the circumstances giving rise to the issue or five (5) days from when the grievant should reasonably have known of the occurrence. Otherwise, the right to file said complaint is forfeited and no grievance shall be deemed to exist.

If the problem is not resolved within two weeks, the employee should then bring said problem to the director.

If the problem persists two weeks after discussion with the director, the employee may notify the Board of Trustees in writing, documenting the process previously taken. A grievance is a written complaint filed by an employee expressing dissatisfaction with employment conditions or perceived violations of the Personnel Policies.

The Library Board of Trustees will set up a time to address the problem at the next regularly scheduled Board meeting, which can be closed at the employee's request. The concerned parties, recognizing that an orderly grievance procedure is necessary, agree that each step must be adhered to as set forth in this procedure or the grievance is forfeited.

Exclusive Remedy: The procedure provided herein shall be the exclusive remedy of employees for redress of their complaints. The decision of the Board is the last step of the Grievance Procedure utilized and shall be final and binding upon the employee. No decision reached at any step shall act as a precedent.

Dress and Grooming

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.

Solicitation

The library does not allow petitioning, solicitation, distribution of literature or leaflets, canvassing or similar types of appeals inside the library.

Staff may offer local, non-profit fundraiser information to other staff members. These requests should be made on staff private channels or in the break room and should take minimal space and time.

Social Media Acceptable Use

Employees who engage in social networking for personal use must do so on their own time. If an employee is speaking about a Library related issue on his or her personal social networking site, the employee must identify that they are speaking as an individual and not on behalf of PDL. Employees may be subject to discipline if their comments are determined to be inappropriate by PDL, as allowed by law.

The Library recognizes that the First Amendment protects a public employee's right, in some circumstances. However, when a public employee makes a statement on a social media site, the employee may not be speaking about a matter protected by the First Amendment. In some cases, it may be difficult to distinguish between protected and unprotected speech, so each situation must be evaluated on a case-by-case basis.

Employees may participate in social media sites while on work time if they have an authorized business need and it is approved by the director, in advance. Employees must be aware that information they display or comments they make on library social media sites may be viewed by other users as representing official library sponsored information or comments.

Computers, Email and Voicemail

The Library's staff computers, computer files, the email system, software, and telephone systems are intended for Petoskey District Library business only. All information on the computers and email and voicemail systems is the sole and exclusive property of the Petoskey District Library. Such information may not be disclosed to any person outside the Library or removed from the premises without the express permission of the Library Director.

Because of the nature of this data, we reserve the right to access all information on Petoskey District Library computers and email and voicemail systems, even when personal passwords have been assigned. Employees do not have a personal privacy right in any matter created, received, or sent from the Library's telephone, Internet or Email systems. Therefore, employees should not put personal data or other information on these computers. Email may not be used to solicit or to advocate non-Library or purely personal interests, religious or political causes. Inappropriate, offensive, off-color, sexual, or racial communication is a violation of our policies and strictly prohibited. All passwords must be given to the system administrator.

Employees should notify their immediate supervisor or any member of management upon learning of violations of this policy. To ensure compliance with this policy, computer and email usage may be monitored.

Personal Telephone

Employees may make or receive personal calls or texts only in case of emergency or on work breaks. Personal phones should only be used in staff areas.

Rules to Protect Us All

The Library believes that all of its employees should take pride in their jobs and desire to perform them in an efficient and effective manner. People cannot live and work together successfully and enjoyably without order.

The Library needs to have certain reasonable policies and rules for the conduct of its business. The most important rule is that an employee uses common sense, or stated differently, "the rule of reason." This list is not all-inclusive; however, the following list gives an idea of a few basic rules that should not be violated under any circumstances. Violation of these basic rules, the policies in this Handbook, or other Library policies, may lead to discipline, up to and including immediate termination. If an employee has any questions about these basic rules, or what is expected, please discuss them with the Library Director.

The existence of these rules does not change the status of an at-will employee. The employee or employer may still terminate employment at any time for any reason, or for no reason, with or without notice, with or without cause.

- a. The Library will not tolerate absenteeism or tardiness, including employees who do not report to work as scheduled, or leave work during the day without permission.
- b. Falsifying timecards or any other records required to be kept.
- c. Making false statements regarding the reason for an absence.
- d. Making or publishing any vicious, defamatory, malicious, or deliberately false statements concerning any employee, Trustee, the Library, or its work or services.
- e. Stealing or misappropriating Library property, another employee's property, or patron's property.
- f. Carelessly damaging, misusing, destroying, abusing, or misplacing property belonging to the Library or another employee.
- g. All employees should display a positive attitude toward their jobs. A bad attitude creates a difficult working environment and prevents the Library from providing quality service to our customers/patrons/citizens. Courtesy is the responsibility of every employee. We expect everyone to be courteous, polite and friendly both to the customers and to fellow employees. No one should be disrespectful, use profanity or engage in any activity that injures the image or reputation of our Library.
- h. Everyone has duties to perform, and everyone must follow directions from someone. It is against our policy for an employee to refuse to follow the lawful directions of a supervisor or to treat a supervisor in an insubordinate manner.
- i. Every employee is expected to make every effort to learn his or her job and to perform that job at a satisfactory level, as defined by the Director. Carelessness inhibits work performance and productivity and is prohibited. Any employee, who fails to maintain a satisfactory level of performance, is subject to termination.

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. ~~If New Year's Eve Day falls on a day the Library is open past 5:00 PM, the Library will close at 5:00 p.m., but no holiday wages will be paid for that evening.~~ The Library will be closed on Easter Sunday, with 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. Year zero = prorated amount~~

~~b. a 1/2 year = 40 hours~~

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- ~~e.b.~~ 1 year = 40 hours
- ~~d.c.~~ 2 years = 80 hours
- ~~e.d.~~ 7 years = 120 hours
- ~~f.e.~~ 112 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 1st and that rolled over time must be expended by March 31st of that year.
- ~~d. New hires will receive 40 hours at six months of service, a prorated amount (base of 40) of vacation based upon their hire date.~~
- e. 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.
- f. 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. 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. 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.
- c. 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%.
- d. For full-time employees, 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.
- e. 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.

- f. 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.
- g. 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.
- h. 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.

Military Leave

- a. The Library complies with State and Federal law, including USERRA with respect to employees who serve in the Military. If you are called to training or active duty, you must notify the Director immediately so that plans may be made to give you the necessary time off and to meet the Library's staffing needs.
- b. Federal and state statutes mandate that the Library grant leave to employees who are drafted into the Armed Forces and who voluntarily choose to serve in the military and to reservists and National Guard members. Military leave must be allowed for active duty, training, or to meet military related obligations, such as reporting for periodic physical fitness examinations.
- c. The Library is required, under the federal Uniformed Services Employment and Reemployment Rights Act (USERRA), to reinstate those returning from services to their former job following discharge or release from active duty, reserve duty, or training.
- d. Upon returning from military service, the employee's salary will be established to recognize any adjustments that would have occurred during the period when the employee would have been working for the Library.
 - 1. If the employee would have been in the same position upon return and the salary range had been increased, the salary will be determined by the point in the range the employee would have reached if they had not left for military service.
 - 2. If the employee returns to a more responsible job, the salary will be based on the present rates for the position and will be at least the same as the lowest paid qualified person in a similar position.

Professional Leave

- a. Employees may attend workshops, conferences, and library meetings with the pre-approval of the Director. Upon return, the employee shall report about the workshop at the next scheduled staff meeting and submit a written report to the director to be presented at the next scheduled Board of Trustees meeting. Employees should include sessions attended, vendors visited, and suggestions on implementation at PDL.

- b. Fees and costs of workshops, conferences, and similar library training courses to be attended by the staff will be paid from Library funds with the pre-approval of the Director.
- c. Employees will receive remuneration for the regular working hours while attending authorized training courses.
- d. Mileage is reimbursed at the rate for all authorized travel at the IRS authorized rate.
- e. The credit card will not be used by staff for professional leave. Instead, there will be a \$ 50 per day stipend for meals. If attendance is for a partial day, staff will be reimbursed by meal:
 - Breakfast: \$ 10
 - Lunch: \$ 15
 - Dinner: \$ 25
- f. If the Library pays for a banquet meal through the registration, that day will be considered a partial day, and only the other meals will be reimbursed.
- g. A reimbursement form for the correct number of days/meals must be submitted, in order to be reimbursed.

Unscheduled Absences

Unscheduled absences, whether sickness, tardiness or other reason, must be reported according to the following call-in procedure:

- Employees should call in prior to their scheduled start time if possible, and no later than 15 minutes past the start of their scheduled shift.
- To report an absence or tardiness for any reason, employees must speak with the supervisor on duty. If you are calling prior to opening, use Humanity to confirm who the supervisor is at the time of calling and call them on their direct work phone. If the supervisor does not answer the direct line, call their cell phone. Both numbers are located in Humanity. Supervisor on Duty will then email the direct supervisor to inform of the situation.
- Management staff will notify the director as well as supervisor on duty.
- For unscheduled absences of more than one day, the employee must follow call-in procedures for each day of absence, unless medical documentation has been submitted informing the employee's supervisor of the duration of absence.

Other Leave

- a. An employee who is called to serve on jury duty will inform the Library Director as soon as possible. They will be paid the difference between regular work pay and payment from the court upon presentation of check stub from their jury pay. If the employee is released early from jury duty, said employee should report to the Library for the remainder of their regularly scheduled shift.
- b. All Full-time and permanent part-time employees shall be granted up to three-day bereavement leave with pay for in state funerals and up to five-day bereavement leave with pay for out of state funerals, upon the death of an immediate family member. Permanent Part-time employees shall be paid for their regularly scheduled work hours missed. For purposes of this policy, immediate family member is defined as grandparent, parent, spouse, domestic (or other designated) partner, child, grandchild, sibling, aunt or uncle. This policy shall apply whether the

relationship is natural, marital, adoptive, step, or foster. Additional time may be granted as personal leave without pay, unused vacation time or personal leave.

- c. When the Library closes for any emergency and is not available for staff to work, regularly scheduled staff will be paid their regular hours, whether worked or not.

Employee Benefits

Benefits

- a. The Library Board of Trustees provides access to health insurance, dental, & vision for full-time employees and their families.
- b. Full-time employees are eligible to participate in the MERS retirement program through the city.
- c. Full-time employees shall have access to short-term disability coverage, which pays at 66.67% of regular pay. Employees may use unused leave to cover the difference in pay from the insurance amount to their regular amount.
- d. Deferred compensation option is available for all employees.

Violation of any part of this policy may result in discipline, up to and including immediate termination.

Employee Handbook Acknowledgment

1. I hereby acknowledge receipt of the Petoskey District Library's Personnel Policies and I certify that I have read it in its entirety and understand the policies within apply to me and my employment with the Petoskey District Library.
2. I understand that it contains important information regarding my employment relationship with the Petoskey District Library, including current policies and benefits of the Petoskey District Library, rights and responsibilities that I have and those that my employer has.
3. I understand that if I have questions about the policy, it is my responsibility to ask the Library Director about them.
4. I agree to accept the policies, agreements, and rules as stated in the Personnel Policy. I understand that violation of any of the Petoskey District Library's policies may result in immediate termination at the Director's discretion.
5. The Petoskey District Library reserves the right to modify, revoke, suspend, terminate or change any or all such plans, policies, benefits, or procedures, in whole or in part, at any time with reasonable notice. It is understood that future changes in policies and procedures will supersede or eliminate those found in the handbook, and that employees will be notified of such changes through normal communication channels.
6. I understand that the policies described in this handbook supersede all previous policies, practices, and oral statements of anyone associated with the Petoskey District Library, its predecessors, and its authorized agents.
7. I understand that this policy is not intended, nor does it serve as an express or implied contract of employment or a contract for benefits.
8. I agree that any action or suit against the Petoskey District Library or any of its employees relating to or arising out of my employment or the termination of employment, including, but not limited to, claims arising under state or federal civil rights statutes, must be brought within 180 days of the event giving rise to the claim or be forever barred. This applies to the initial charge filed with the Equal Employment Opportunity Commission; however thereafter I am permitted to pursue litigation, if at all, as provided in the Commission's "Right to Sue" letter. I waive any longer, but not shorter, limitations periods to the contrary. This contractual limitations period shall be enforced to the extent permitted by law and may be narrowed by a court as necessary to make it enforceable.

Employee Name: _____ *Date:* _____

Employee Signature: _____



FREEDOM OF INFORMATION ACT PROCEDURES AND GUIDELINES

I. PURPOSE.

The Petoskey District Library ("PDL") adopts the public policy set forth in the Michigan Freedom of Information Act, 1976 PA 442 ("FOIA"), that all persons, except those persons incarcerated in state, county or federal correctional facilities, are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees, consistent with the FOIA. These Procedures and Guidelines are enacted in compliance with the requirements set forth in Section 4(4) of the FOIA.

II. FOIA COORDINATOR.

PDL appoints the Director as FOIA Coordinator. The FOIA Coordinator will respond to requests in accordance with the FOIA. An employee of PDL who receives a request for a public record must promptly forward that request to the FOIA Coordinator. The FOIA Coordinator is responsible for accepting, processing and approving a denial of a request and signing the written notice of denial. The FOIA Coordinator may designate another individual to act on his or her behalf in accepting and processing requests for PDL's public records, and in approving a denial.

III. REQUEST REQUIRED.

A. *Requestor; Public Record.* An individual, corporation, limited liability company, partnership, firm, organization, association, governmental entity, or other legal entity, except those persons incarcerated in state, county or federal correctional facilities, may request public records from PDL. "Public Record" has the meaning as defined in Section 2(e) of the FOIA.

B. *Verbal Requests.* PDL may, but is not required to, provide public records in response to a verbal request, unless such verbal request is for information that PDL believes is available on its website. In such case, an employee, to the best of his or her knowledge, shall inform the requestor about the pertinent website where the information is available.

C. *Written Requests.* A person desiring to inspect, copy or receive a copy of a public record shall make a written request for the public record to PDL. A request can be made through a letter, in person, or sent by electronic transmission.

1. Where to Send the Request. Requests for public records should be directed to the following recipients so that the information can reach the FOIA Coordinator:

a. By mail or in person:

Petoskey District Library
Attn: FOIA Coordinator
500 E. Mitchell St
Petoskey, MI 49770

b. By e-mail: vmeyerson@petoskeylibrary.org



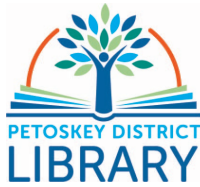
FREEDOM OF INFORMATION ACT PROCEDURES AND GUIDELINES

2. Sufficient Description. Requests in writing must identify the public record sufficiently to allow PDL to find the requested record. If not, the request may be denied on that basis.
3. Electronic Transmissions. For requests sent by electronic transmission, the following shall apply:
 - a. Electronic Transmissions. A written request made by electronic mail, or other electronic transmission is not received by PDL's FOIA coordinator until 1 business day after the electronic transmission is made.
 - b. Spam or Junk Mail Folder. If a written request is sent by electronic mail and delivered to PDL's spam or junk mail folder, the request is not received until 1 day after PDL first becomes aware of the written request. PDL shall note in its records both the time a written request is delivered to its spam or junk mail folder and the time PDL first becomes aware of that request. The FOIA Coordinator shall be responsible for routinely monitoring the spam and junk mail folders in order to determine whether they contain any FOIA requests.
4. Specify Format. The requestor may specify whether he or she would like to inspect, receive paper copies, or receive the public records on nonpaper physical media. PDL is only required to comply with the request for specified nonpaper physical media if it has the technological capability necessary to provide the public records on the requested nonpaper physical media in the particular instance.
5. Subscription. A person has a right to subscribe to future issuances of public records that are created, issued, or disseminated on a regular basis. A subscription shall be valid for up to 6 months, at the request of the subscriber, and shall be renewable.

IV. PROCEDURES FOR RESPONDING TO WRITTEN FOIA REQUESTS.

- A. Response. Unless otherwise agreed to in writing by the person making the request, PDL shall respond to a request within 5 business days after it receives the request by:
 1. Granting the request;
 2. Issuing a written notice to the requesting person denying the request;
 3. Granting the request in part and issuing a written notice to the requesting person denying the request in; or
 4. Issuing a notice extending for not more than 10 business days the period during which PDL shall respond to the request.

PDL's written response shall be considered the final determination regarding the request.



FREEDOM OF INFORMATION ACT PROCEDURES AND GUIDELINES

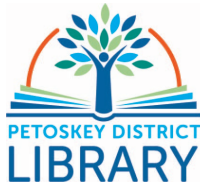
B. *Understanding PDL's Response.* PDL has an obligation to respond as required under the FOIA. If PDL grants a written request in full, the requestor will receive a notice indicating that it has been granted. However, if the request is denied or denied in part, PDL shall provide the following information:

1. Pursuant to Section 13 of the FOIA, PDL may exempt certain documents from disclosure. The FOIA Coordinator will review the request to determine if any exemptions apply. The FOIA Coordinator may request assistance from PDL's Attorney regarding the application of exemptions. If exempt, PDL shall provide an explanation of the basis under this act or other statute for the determination that the public record, or portion of that public record, is exempt from disclosure, if that is the reason for denying all or a portion of the request.
2. A certificate that the public record does not exist under the name given by the requestor or by another name reasonably known to PDL, if that is the reason for denying the request or a portion of the request. The denial letter may indicate that letter serves as the certificate as required by the FOIA.
3. A description of a public record or information on a public record that is separated or deleted pursuant to Section 14 of the FOIA.
4. An explanation of the requesting person's right to do either of the following:
 - a. Submit to the Petoskey District Library Board ("Board") a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the disclosure denial; or
 - b. Seek judicial review of the denial under Section 10 of the FOIA.
5. Notice of the right to receive attorneys' fees and damages as provided in Section 10 of the FOIA, MCL 15.240, if, after judicial review, the court determines that PDL has not complied and orders disclosure of all or a portion of a record.

C. *No Obligation to Create Records.* The FOIA does not require PDL to make a compilation, summary, or report of information. Further, PDL is not required to create a new public record in order to respond to a request.

D. *Documents Available on Website.* If the FOIA Coordinator knows or has reason to know that all or a portion of the requested information is available on its website, PDL shall notify the requestor in its written response. The written response, to the degree practicable in the specific instance, shall include a specific webpage address where the requested information is available.

If all or a portion of the requested records are available on the website and PDL has included the website address in its written response but the requestor wants the public records in a paper format or other non-paper physical media, PDL shall provide the public records in the specified format. On the detailed itemization, PDL shall separate the requested public records that are available on its website from those that are not available



FREEDOM OF INFORMATION ACT PROCEDURES AND GUIDELINES

on the website and shall inform the requestor of the additional charge to receive copies of the public records that are available on its website.

V. FEES.

PDL may charge a fee for a public record search, for the necessary copying of a public record for inspection. The fee shall be limited to actual mailing costs and to the actual incremental cost of duplication including labor; the cost of search, examination and review; and the deletion and separation of exempt information from non-exempt information as set forth more fully in these Procedures and Guidelines. The FOIA Coordinator shall provide a detailed itemization of costs on a standard form, as required under Section 4(4) of the FOIA ("Detailed Itemization"). The total fee shall not exceed the sum of the following components:

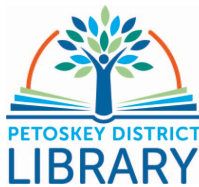
A. *Labor Costs:*

1. Searching for, Locating and Examining.

- a. PDL may charge for searching for, locating and examining public records in conjunction with fulfilling a granted written request.
- b. PDL shall not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records regardless who actually performs the labor.
- c. These labor costs shall be estimated and charged in increments of 15 minutes, with all partial time increments rounded down.

2. Separating and Deleting Exempt from Non-Exempt:

- a. For services performed by an employee of PDL, PDL shall not charge more than the hourly wage of its lowest-paid employee capable of separating and deleting exempt information from non-exempt information regardless of who actually performs the labor. All references in these Procedures and Guidelines to separating and deleting exempt information from non-exempt information shall refer to the separation and deletion requirements set forth in Section 14 of the FOIA, MCL 15.244.
- b. If PDL does not employ a person capable of separating and deleting exempt information from non-exempt information in the particular instance, it may treat necessary contracted labor costs used for the separating and deleting of exempt information from non-exempt information in the same manner as employee labor costs when calculating charges under this subdivision if all of the following occur:
 - 1) PDL's FOIA Coordinator determines on a case-by-case basis that PDL does not employ a person capable of separating and deleting exempt information from non-exempt information.



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2) PDL clearly notes the name of the contracted person or firm on the Detailed Itemization.

3) Total labor costs calculated for contracted labor costs shall not exceed an amount equal to 6 times the state minimum hourly wage rate.

c. These labor costs shall be estimated and charged in increments of 15 minutes, with all partial time increments rounded down.

d. PDL shall not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the public record in question and the redacted version is still in PDL's possession.

f. If PDL directly or indirectly administers or maintains an official internet presence, any public records available to the general public on that internet site at the time the request is made are exempt from this labor charge.

3. Duplication or Publication Labor Charges.

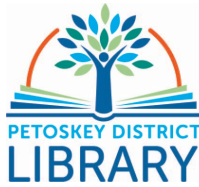
a. PDL may charge labor costs for duplication, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor on nonpaper physical media or through the internet or other electronic means as stipulated by the requestor.

b. PDL shall not charge more than the hourly wage of its lowest-paid employee capable of necessary duplication, regardless of who actually performs the labor.

c. Labor costs shall be estimated and charged in increments of one (1) minute or more, with all partial time increments rounded down.

4. **Fringe Benefit Costs.** PDL may also add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits if it clearly notes the percentage multiplier used to account for benefits in the Detailed Itemization. Subject to the 50% limitation, PDL shall not charge more than the actual cost of fringe benefits, and overtime wages shall not be used in calculating the cost of fringe benefits.

If all or a portion of the requested records are available on the website and PDL has included the website address in its written response but the requestor wants the public records in a paper format or other non-paper physical media, PDL shall provide the public records in the specified format but may use a fringe benefit multiplier greater than the 50% limitation, not to exceed the actual costs of providing the information in the specified format.



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5. Overtime Wages. Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor and clearly noted on the Detailed Itemization.

6. Itemization. All labor fee components shall be itemized using both the hourly wage and the number of hours charged on the Detailed Itemization.

7. Unreasonably High Costs. The labor fee shall not be charged for (1) searching for, locating and examining of public records, or (2) the cost of the deletion and separation of exempt information from non-exempt information, unless failure to charge a fee would result in unreasonably high costs to PDL because of the nature of the request in the particular instance, and PDL specifically identifies the nature of these unreasonably high costs. The FOIA Coordinator has authority to determine when the costs are unreasonably high in a particular instance, including, but not limited to, instances when the costs would be excessive and beyond the normal or usual amounts for responding to a request. In doing so, the FOIA Coordinator may take into account considerations such as the volume and complexity of the FOIA request as well as PDL's particular fiscal condition at the time of the request or any other conditions authorized by law.

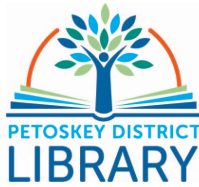
B. *Other Costs.*

1. Nonpaper Physical Media. Costs for providing records on nonpaper physical media.

a. The requestor may stipulate that the public records be provided on nonpaper physical media, electronically mailed, or otherwise electronically provided to him or her in lieu of paper copies. PDL is not required to provide the documents on nonpaper physical media if it lacks the technological capability necessary to provide records on the requested particular nonpaper physical media.

b. For public records provided to the requestor on nonpaper physical media, PDL may charge the actual and most reasonably economical cost of the computer discs, computer tapes, or other digital or similar media. PDL may use (but is not required to) a computer disc, thumb drive or other nonphysical media provided by the requestor but only if it is provided in its original packaging. Because the safety and security of PDL's computers and network is of important public interest, PDL may take that security interest into account when determining the means of providing the documents on nonpaper physical media.

2. Costs for Providing Paper Copies.



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- a. For paper copies of public records provided to the requestor, PDL may charge the actual total incremental cost of necessary duplication or publication, not including labor.
- b. The cost of paper copies shall be calculated as a total cost per sheet of paper and shall be itemized and noted in a manner that expresses both the cost per sheet and the number of sheets provided.
- c. The fee shall not exceed 15 cents per sheet of paper for copies of public records made on 8-1/2- by 11-inch paper or 8-1/2- by 14-inch paper. For all other paper sizes, PDL may charge the actual total incremental cost of duplication or publication, not including labor.
- d. PDL shall utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.

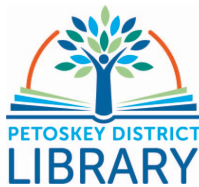
3. Mailing Costs.

- a. PDL shall charge the actual cost of mailing, if any, for sending the public records in a reasonably economical and justifiable manner.
- b. PDL shall not charge more for expedited shipping or insurance unless specifically stipulated by the requestor, but may otherwise charge for the least expensive form of postal delivery confirmation when mailing public records.

- C. *Statutory Fees.* The fees set forth in this Section V do not apply to public records prepared under an act or statute specifically authorizing the sale of those public records to the public, or if the amount of the fee for providing a copy of the public record is otherwise specifically provided by an act or statute.
- D. *Fees Paid Before Providing Documents.* PDL shall require that all fees be paid in full before providing records in response to granted or granted in part written requests.

VI. DEPOSIT.

- A. *Deposit.* In either PDL's initial response or subsequent response as described under Section 5(2)(d), PDL may require a good-faith deposit before providing the public records to the requestor if the entire fee estimate or charge authorized the FOIA exceeds \$50.00, based on a good-faith calculation of the total. The deposit shall not exceed 1/2 of the total estimated fee, and PDL's request for a deposit shall be included in the Detailed Itemization. The response shall also contain a best efforts estimate by PDL regarding the time frame it will take PDL to comply with the law in providing the public records to the requestor. The time frame estimate is nonbinding upon PDL, but PDL shall provide the estimate in good faith and strive to be reasonably accurate and to provide the public records in a manner based on this state's public policy and the nature of the request in the particular instance. If PDL does not respond in a timely manner as required by the FOIA, it is not relieved from its requirements to provide proper fee calculations and time frame estimates in any tardy



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responses. Providing an estimated time frame does not relieve PDL from any of the other requirements of this act.

B. *Increased Deposit For Prior Unpaid Requests.* After PDL has granted and fulfilled a written request from an individual under this act, if PDL has not been paid in full the total amount for the copies of public records that PDL made available to the individual as a result of that written request, PDL may require a deposit of up to 100% of the estimated fee before it begins a full public record search for any subsequent written request from that individual if all of the following apply:

1. The final fee for the prior written request was not more than 105% of the estimated fee.
2. The public records made available contained the information being sought in the prior written request and are still in PDL's possession.
3. The public records were made available to the individual, subject to payment, within the time frame estimate described Section 4(7) of the FOIA.
4. Ninety days have passed since PDL notified the individual in writing that the public records were available for pick up or mailing.
5. The individual is unable to show proof of prior payment to PDL.
6. PDL calculates a Detailed Itemization that is the basis for the current written request's increased estimated fee deposit.

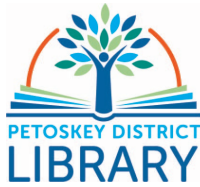
PDL shall no longer require an increased estimated fee deposit from an individual described above if any of the following apply:

1. The individual is able to show proof of prior payment in full to PDL;
2. PDL is subsequently paid in full for the applicable prior written request; or
3. Three hundred sixty-five days have passed since the individual made the written request for which full payment was not remitted to PDL.

VII. WAIVER OR REDUCTION OF FEES.

A. *Waiver of Fees of First \$20.00.* A public record search shall be made and a copy of a public record shall be furnished without charge for the first \$20.00 of the fee for each request by either of the following:

1. Indigency. An individual who is entitled to information under this act and who submits an affidavit stating that the individual is indigent and receiving specific public assistance or, if not receiving public assistance, stating facts showing inability to pay the cost because of indigency.



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a. If the requestor is eligible for a requested discount, PDL shall fully note the discount on the Detailed Itemization.

b. If a requestor is ineligible for the discount, PDL shall inform the requestor specifically of the reason for ineligibility in PDL's written response. An individual is ineligible for this fee reduction if any of the following apply:

1) The individual has previously received discounted copies of public records from PDL twice during that calendar year.

2) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request, as verified by an affidavit executed by the requestor.

2. Certain Non-Profit Organizations. A non-profit organization formally designated by the state to carry out activities under subtitle C of the developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, or their successors, if the request meets all of the following requirements:

a. Is made directly on behalf of the organization or its clients.

b. Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.

c. Is accompanied by documentation of its designation by the state, if requested by PDL.

B. *Public Interest Reduction or Waiver.* The FOIA Coordinator may reduce or waive the imposition of fees if the FOIA Coordinator determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.

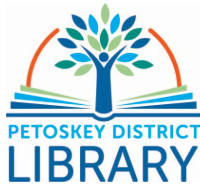
C. *Reduction for Late Responses.* If PDL does not respond to a written request in a timely manner as required by the FOIA, PDL shall do the following:

1. Reduce the charges for labor costs by 5% for each day PDL exceeds the time permitted, with a maximum 50% reduction, if either of the following applies:

a. The late response was willful and intentional.

b. The written request:

(i) included language that conveyed a request for information within the first 250 words of the body of a letter, facsimile, electronic mail, or electronic mail attachment, or



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(ii) specifically included the words, characters, or abbreviations for "freedom of information", "information", "FOIA", "copy", or a recognizable misspelling of such, or appropriate legal code reference for this act, on the front of an envelope, or in the subject line of an electronic mail, letter, or facsimile cover page.

2. If a charge reduction is required, PDL shall fully note the charge reduction on the Detailed Itemization.

IX. INSPECTION.

Upon request, PDL must furnish a requesting person a reasonable opportunity for inspection and examination of its public records, and must furnish reasonable facilities for making memoranda or abstracts from its public records during the usual business hours. Pursuant to Section 4(1) of the FOIA, PDL may charge a fee for the public record search, for the necessary copying of a public record for inspection or for providing a copy of the public record after inspection.

The FOIA permits PDL to make reasonable rules necessary to protect its public records and to prevent excessive and unreasonable interference with the discharge of its functions. PDL must protect public records from loss, unauthorized alteration, mutilation, or destruction. As such, PDL authorizes the FOIA Coordinator to determine whether in a particular circumstance an employee or agent of PDL must be present at any inspection of documents to protect the public records, and in such cases may assess charges as appropriate under law.

X. CERTIFIED COPIES.

PDL must, upon written request, furnish a requesting person a certified copy of the public record disclosed in whole or in part by PDL.

XI. APPEALS.

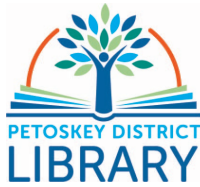
A. Appeal of a Final Determination to Deny All or a Portion of the Request.

1. Submit an Appeal. If a requestor desires to appeal all or part of a final determination to deny a request, the requestor must submit to the Board a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial.

2. Receipt of Appeal. The Board is not considered to have received a written appeal until the first regularly scheduled meeting of the Board following submission of the written appeal.

3. Response to Appeal. Within 10 business days after receiving a written appeal, the Board shall do 1 of the following:

a. Reverse the disclosure denial.

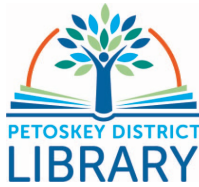


FREEDOM OF INFORMATION ACT PROCEDURES AND GUIDELINES

- b. Issue a written notice to the requesting person upholding the disclosure denial.
- c. Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part.
- d. Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the Board shall respond to the written appeal. The Board shall not issue more than 1 notice of extension for a particular written appeal.

B. *Appeals of Fees (Including Deposits).*

1. **Submit an Appeal.** If PDL requires a fee that exceeds the amount permitted under these Procedures and Guidelines or Section 4 of the FOIA, the requesting person may submit to the Board a written appeal for a fee reduction that specifically states the word "appeal" and identifies how the required fee exceeds the amount permitted under these Procedures and Guidelines or Section 4 of the FOIA.
2. **Receipt of Appeal.** The Board is not considered to have received a written appeal until the first regularly scheduled meeting of the Board following submission of the written appeal.
3. **Response of Appeal.** Within 10 business days after receiving a written appeal, the Board shall do 1 of the following:
 - a. Waive the fee.
 - b. Reduce the fee and issue a written determination to the requesting person indicating the specific basis under Section 4 of the FOIA that supports the remaining fee. The determination shall include a certification from the Board that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available Procedures and Guidelines and Section 4 of the FOIA.
 - c. Uphold the fee and issue a written determination indicating the specific basis under Section 4 of the FOIA that supports the required fee. The determination shall include a certification from the Board that the statements in the determination are accurate and that the fee amount complies with these Procedures and Guidelines and Section 4 of the FOIA.
 - d. Issue a notice extending for not more than 10 business days the period during which the Board must respond to the written appeal. The notice of extension shall include a detailed reason or reasons why the extension is necessary. The Board shall not issue more than 1 notice of extension for a particular written appeal.



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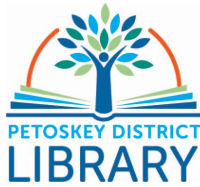
XII. CIVIL ACTION.

A. *Civil Action for Non-Disclosure or Denial of Public Records.*

1. Civil Action After Appeal: If the Board fails to respond to a written appeal or if the Board upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action within 180 days after PDL's final determination to deny a request.
2. Civil Action Directly After Denial. A requestor may also commence a civil action in the circuit court to compel PDL's disclosure of the public records within 180 days after PDL's final determination to deny a request. The requestor is not required to appeal the denial to the Board before commencing the civil action.
3. Remedies; Fines. If the court determines a public record is not exempt from disclosure, it shall order PDL to cease withholding or to produce all or a portion of a public record wrongfully withheld. If the person prevails, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or PDL prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. If the court determines that PDL has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order PDL to pay a civil fine of \$1,000.00 and shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00.

B. *Civil Action Regarding Fees.*

1. Civil Action After Appeal. A requestor may commence a civil action in the circuit court for a fee reduction if PDL (1) failed to respond to a written appeal or (2) made a determination on a written appeal. A requester must submit an appeal to the Board for a fee reduction before commencing a civil action. If a civil action is commenced against PDL, PDL is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute. This action must be filed within 45 days after receiving notice of the determination of an appeal to the Board.
2. Remedies; Fines. If the requesting person prevails by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. If the court determines PDL has arbitrarily and capriciously violated this act by charging an excessive fee, the court shall order PDL to pay a civil fine of \$500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the fee reduction.



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XIII. FOIA RECORD RETENTION.

The FOIA Coordinator must keep a copy of all written requests and documents sent in response to the request for public records on file for no less than 1 year, unless a longer retention time has been specified in a record retention policy applicable to PDL.

XIV. PUBLICATION AND NOTIFICATION OF PROCEDURE AND GUIDELINES.

Because PDL maintains a website, these Procedures and Guidelines and the summary shall be posted and maintained on the website. PDL shall make these Procedures and Guidelines and summary publicly available by providing free copies both in the response to a written request and upon request by visitors at PDL's office. However, PDL may include the website link instead of providing paper copies in its response to a written request.

XV. SEVERABILITY; ENFORCEABILITY.

If any clause, provision or section of the Procedures and Guidelines shall be ruled invalid or unenforceable by any court of competent jurisdiction, the invalidity or unenforceability of such clause, provision or section shall not affect any of the remaining clauses, provisions or sections. If any of the Procedures and Guidelines is determined by the FOIA Coordinator to be in conflict with the FOIA or other law after adoption, the FOIA Coordinator has PDL to process FOIA requests in conformance with the FOIA and shall seek to amend these Procedures and Guidelines as soon as possible.

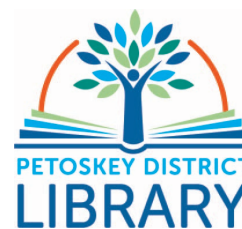
XVI. EFFECTIVE DATE.

These Procedures and Guidelines shall become effective on September 1, 2015.
Library Board reviewed guidelines January 28, 2021; March 19, 2024.

Freedom of Information Act (FOIA): Summary

Approved: April 26, 2018

Reviewed: March 19, 2024



PETOSKEY DISTRICT LIBRARY WRITTEN PUBLIC SUMMARY OF THE FREEDOM OF INFORMATION ACT PROCEDURES AND GUIDELINES

The Petoskey District Library ("PDL") adopts this written public summary pursuant to the requirements of Section 4(4) of the Michigan Freedom of Information Act, 1976 PA 442 ("FOIA") so that the public will understand PDL's Procedures and Guidelines for processing FOIA requests. A complete copy of the Procedures and Guidelines is available at the Petoskey District Library located at 500 E. Mitchell St. or on the website at <https://www.petoskeylibrary.org/en/about-the-library/plans-policies-and-reports.aspx>.

How Can I Request a Public Record?

- A person (except those persons incarcerated in state, county or federal correctional facilities), may request public records.
- The requestor must send a written request for the public record to PDL. A request can be made through a letter, in person, or sent by email. The requests should be directed to the FOIA Coordinator. The contact information is as follows: 500 E. Mitchell St., Petoskey or vmeyerson@petoskeylibrary.org.
- The requestor will not be required to use a specific form or format, but requests must identify the public record sufficiently to allow PDL to find the requested record.
- PDL may, but is not required to, respond to a verbal request. However, if PDL believes the information is available on its website, PDL will inform the requestor of the website location where practicable and to the best of his or her knowledge.

When Can I Expect a Response?

- Unless otherwise agreed to in writing, PDL will respond or seek a deposit within 5 business days after it receives the request. PDL may extend that time period by 10 business days.
- Please keep in mind that a request sent by e-mail or other electronic means is not considered received until 1 business day after it is transmitted. If the request is sent to a spam or junk mail folder, it is not considered received until 1 day after it is discovered.

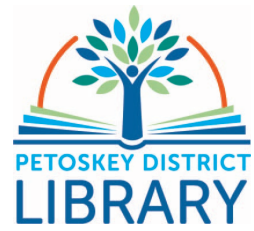
How Can I Understand the Response?

- If PDL grants a written request in full, the requestor will receive a notice indicating that it has been granted.
- However, if the request is denied or denied in part, PDL shall provide any or all the following information, depending upon the reason for the denial:
 - An explanation of the basis that the public record, or portion of that public record, is exempt from disclosure, including a description of the information that is separated or deleted.
 - A certificate that the public record does not exist under the name given by the requestor or by another name reasonably known to PDL.

Freedom of Information Act (FOIA): Summary

Approved: April 26, 2018

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- A full explanation of the requesting person's right to (1) submit to the Board of PDL ("Board") a written appeal; or (2) seek judicial review of the denial under Section 10 of the FOIA. (See below for more details).
- Notice of the right to receive attorneys' fees and damages if a court determines that PDL has not complied and orders disclosure of all or a portion of a public record.
- If a request is granted in part or granted in full, PDL will require payment before providing documents.

What if I Request Documents Available on the Website?

- If documents are available on the website, to the degree practicable, the response will include a specific webpage address where the requested information is available.
- PDL will inform the requestor of the additional charge to receive copies of the public records that are available on its website.

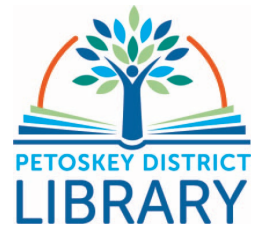
What Fees Will PDL Charge?

- The FOIA Coordinator will provide a detailed itemization of costs.
- For labor costs, the fee shall not exceed the sum of the following components:
 - Hourly Wage. PDL will not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records; separating and deleting exempt information from non-exempt information; and for duplication and publication regardless of whether that person is available or who actually performs the labor, except if PDL does not employ a person capable of separating and deleting exempt information from non-exempt information, it may treat necessary contracted labor costs for that purpose in the same manner as employee labor costs but may not exceed 6 times the State minimum hourly wage.
 - Time Increments: The fee will be charged in fifteen (15) minute increments, with all partial time rounded down, except the labor fee for duplication and publication, which shall be charged in one (1) minute increments.
 - Determination of Unreasonably High Labor Costs. The fee for searching for, locating and examining public records and separating exempt information from non-exempt information (including redacting) will not be charged, unless failure to charge a fee would result in unreasonably high costs to PDL because of the nature of the request in the particular instance, and PDL specifically identifies the nature of these unreasonably high costs.
 - Overtime. Overtime wages shall not be included unless agreed to by the requestor.
 - Description of Charge. The detailed itemization will include both the hourly wage and the number of hours charged.
 - Fringe Benefit Costs. PDL may also add up to 50% to the applicable labor charge amount (but may not exceed actual costs) to cover or partially cover the cost of fringe benefits if it clearly notes the percentage multiplier used to account for benefits, unless a requestor wants records that are available on the website. In which case, the fringe benefit multiplier can be greater than the 50% limitation.
- For public records provided to the requestor on nonpaper physical media (discs, flash drives, e-mails), PDL may charge the actual and most reasonably economical cost of the media.

Freedom of Information Act (FOIA): Summary

Approved: April 26, 2018

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- For paper copies, PDL may charge the actual total incremental cost of necessary duplication or publication not to exceed \$.15 per page (single or double sided). PDL will use double-sided printing, if available.
- PDL may charge the actual cost of mailing and the least expensive form of postal delivery confirmation.

Will a Deposit be Required?

- PDL may require a good-faith deposit of ½ of the estimated fee if the entire fee estimate or charge authorized under the FOIA exceeds \$50.00, based on a good-faith calculation of the total estimated fee.
- PDL will also provide a best efforts, nonbinding estimate of the time frame it will take PDL to provide the public records to the requestor.
- If PDL has granted a prior request but has not been paid in full, PDL may require a deposit of up to 100% of the estimated fee if all of the following apply:
 - The final fee for the prior written request was not more than 105% of the estimated fee.
 - The public records made available contained the information being sought in the prior written request and are still in PDL's possession.
 - The public records were made available to the individual, subject to payment, within the time frame estimate described Section 4(7) of the FOIA.
 - Ninety days have passed since PDL notified the individual in writing that the public records were available for pick up or mailing.
 - The individual is unable to show proof of prior payment to PDL.
 - PDL calculates a Detailed Itemization that is the basis for the current written request's increased estimated fee deposit.
- PDL shall no longer require an increased estimated fee deposit if any of the following apply:
 - The individual is able to show proof of prior payment in full to PDL;
 - PDL is subsequently paid in full for the applicable prior written request; or
 - Three hundred sixty-five days have passed since the individual made the written request for which full payment was not remitted to PDL.

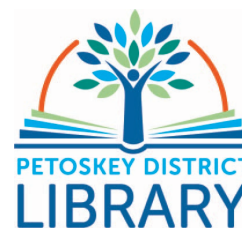
Am I Entitled to a Waiver or Reduction of Fees?

- A reduction of the fee by \$20.00 is available to certain individuals who submit an affidavit stating they are indigent and receiving public assistance, or if not receiving public assistance, stating facts showing inability to pay because of indigency. For this reduction to apply, the individual may not have received discounted fees twice during that calendar year and the person may not be requesting on behalf of parties who are paying to make the request.
- A reduction of the fee by \$20.00 is also available to certain non-profit organizations formally carrying out activities under subtitle C of the developmental disabilities assistance and bill of rights act of 2000, and the protection and advocacy for individuals with mental illness act, provided that the request is made on behalf of the organization or its clients, is made for a reason consistent with the laws under Section 931 of the mental health code and is accompanied by documentation of its designation by the state.

Freedom of Information Act (FOIA): Summary

Approved: April 26, 2018

Reviewed: March 19, 2024



- The FOIA Coordinator may reduce or waive the imposition of fees if the FOIA Coordinator determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.
- If PDL does not respond to a written request in a timely manner as required by the FOIA, PDL shall reduce the charges for labor costs by 5% for each day PDL exceeds the time permitted, with a maximum 50% reduction, if the late response was willful and intentional or the written request included specific language as set forth more fully in the Procedures and Guidelines.

How Can I Appeal a Decision to Deny All or Part of My Request?

- If a requestor desires to appeal all or part of a decision to deny a request, the requestor must submit to the Board a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial.
- Board is not considered to have received a written appeal until the first regularly scheduled meeting after submission of the written appeal.
- PDL will respond within 10 business days by reversing the disclosure denial, upholding the denial, revising in part and upholding in part the denial or issuing a 10 business day extension.

How Can I Appeal a Determination of the Fee or Deposit Amount?

- The requestor may submit to Board a written appeal for a fee reduction that specifically states the word "appeal" and identifies how the required fee exceeds the amount permitted under the Procedures and Guidelines or Section 4 of the FOIA.
- Board is not considered to have received a written appeal until the first regularly scheduled meeting after submission of the written appeal.
- PDL will respond within 10 business days by waiving the fee, reducing the fee and explaining the basis for the remaining fee, upholding the fee or issuing a 10 business day extension.

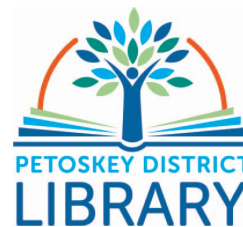
Can I File a Lawsuit Regarding the Denial of a FOIA Request?

- If Board fails to respond to a written appeal or if Board upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requestor may seek judicial review of the nondisclosure by commencing a civil action within 180 days after PDL's final determination to deny a request. A requestor may also commence a civil action in the circuit court to compel PDL's disclosure of the public records within 180 days after PDL's final determination to deny a request. The requestor is not required to appeal the denial to Board before commencing the civil action.
- If a person prevails in an action regarding the denial of a request, the court shall award reasonable attorneys fees, costs and disbursements. If the person prevails in part, the court may award all or a portion of the attorneys' fees, costs and disbursements. If the court determines the FOIA was arbitrarily or capriciously violated, the court shall order a civil fine of \$1,000.00 to be paid to the state treasury. The court may also award actual, compensatory or punitive damages.

Freedom of Information Act (FOIA): Summary

Approved: April 26, 2018

Reviewed: March 19, 2024



Can I File a Lawsuit Regarding the Fee Charged For a FOIA Request?

- A requestor may commence a civil action in the circuit court for a fee reduction if PDL (1) failed to respond to a written appeal or (2) issued a determination of a written appeal. This action must be filed within 45 days after receiving notice of the determination of an appeal to Board. The requester must file an appeal for a fee reduction before commencing a circuit court action.
- If a person prevails in an action by receiving a reduction of 50% or more of the total fee, the court may award all or a portion of the reasonable attorneys' fees. If the court determines FOIA was arbitrarily or capriciously violated, the court shall order a civil fine of \$500.00 to be paid to the state treasury. The court may also award actual, compensatory or punitive damages.



FOIA DETAILED ITEMIZATION

LABOR CHARGES	
<p>A. Cost for Searching for, Locating and Examining of Public Records in Conjunction with Receiving and Fulfilling a <u>Granted Written Request</u>, including online search time.</p> <p>1. Hourly wage: \$12.00 <u>\$14.30</u>/ hour</p> <p>2. Determination of total time using increments of 15 minutes with partial time rounded down. _____ hours.</p> <p><input type="checkbox"/> The FOIA Coordinator has determined that failure to charge this fee would result in unreasonably high costs to the Petoskey District Library ("PDL") because of the nature of the request in the particular instance because of the following reasons: _____</p>	<p>Hourly wage: \$12.00 <u>\$14.30</u></p> <p>Total time: _____ hours</p> <p>A. Total Fee (hourly wage x total time): \$ _____</p>
<p>B. Cost for Separating Exempt Information from Non-Exempt, including Redaction of Documents.</p> <p>1. For <u>Employee Labor Costs</u>:</p> <p>a. Hourly wage: \$12.00 <u>\$14.30</u></p> <p>b. Determination of total time using increments of 15 minutes with partial time rounded down. _____ hours.</p> <p>2. For <u>Contracted Labor Costs</u>:</p> <p><input type="checkbox"/> The FOIA Coordinator has determined that PDL does not employ a person capable of deleting exempt information from non-exempt information in the particular instance and the work is being performed by the following person or firm: _____</p> <p>a. Determination of the Hourly wage: The hourly wage of the contracted labor (not to exceed 6 times the State of Michigan minimum hourly wage): \$ _____ <input type="checkbox"/> This hourly wage is an overtime rate that <u>was agreed to by the requestor</u> in the amount of \$ _____ per hour.</p> <p>b. Determination of total time using increments of 15 minutes with partial time rounded down. _____ hours.</p> <p><input type="checkbox"/> The FOIA Coordinator has determined that failure to charge this fee would result in unreasonably high costs to PDL because of the nature of the request in the particular instance because of the following reasons: _____</p>	<p>1a Hourly wage for employees: \$ 12.00 <u>14.30</u></p> <p>1.b Total time for employees: _____ hours</p> <p>B1. Total Employee labor charge (hourly wage x hours): \$ _____</p> <p>2.a Contracted labor hourly wage: \$ _____</p> <p>2.b Contracted labor hours: _____ hours</p> <p>B2. Total Fee for contracted labor (hourly wage x hours): \$ _____</p>



FOIA DETAILED ITEMIZATION

<p>C. Cost for Duplication and Publication.</p> <p>1. Hourly wage: \$12.00<u>14.30</u></p> <p>2. Determination of total time using increments of one (1) minute with partial time rounded down. _____ minutes. Divide total minutes by 60 for # of hours: _____</p>	<p>Hourly wage: \$12.00<u>14.30</u></p> <p>Total time: _____ hours</p> <p>C. Total Fee (hourly wage x hours) \$_____</p>
Other Actual Costs	
<p>D. Costs for Paper Copies.</p> <p>The actual total incremental cost of necessary duplication and publication using the most economical means available:</p> <p>1. Not to exceed \$.10 per sheet: \$_____ per sheet x _____ number of sheets = \$_____.</p>	<p>D. Total Fee (add totals for all sizes of paper): \$_____</p>
<p>E. Costs for Nonpaper Physical Media.</p> <p>The actual and most reasonably economical cost of the computer disc, flash drives, computer tape or other similar media: \$_____ per item x _____ number of items .</p>	<p>E. Total Fee: \$_____</p>
<p>F. Cost of Mailing:</p> <p>1. The actual cost of mailing: \$_____</p> <p>2. Fee for the least expensive postal delivery confirmation: \$_____</p> <p>3. Costs for the envelope or box for mailing \$_____.</p> <p><input type="checkbox"/> The requestor has stipulated to expedited shipping and/or insurance and those costs are listed above as the actual costs of mailing.</p>	<p>F. Total Fee: (add all 3 costs): \$_____</p>
<p>G. Additional Cost Premium for Documents available online:</p> <p><input type="checkbox"/> PDL has notified the requestor in its written response that all or a portion of the requested information is available on its website. A 10% surcharge is added for reproducing documents available online. Total Charges related to website reproductions: _____</p>	<p>G. Total Fee: (Charges x .1) \$_____</p>
Sub Total Charges: Add Items A – F Above:	<p>Sub-Total Fees: \$_____</p>
Total Charges: w/ website surcharges added:	<p>Total Fee: \$_____</p>



FOIA DETAILED ITEMIZATION

<i>Waivers or Reductions</i>		
<i>Public Interest Reduction or Waiver.</i> The FOIA Coordinator may reduce or waive the imposition of fees if the FOIA Coordinator determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public. <input type="checkbox"/> Fee waiver granted or granted in part for a reduction of \$_____		Subtract \$_____
<i>Waiver of Fees of First \$20.00.</i> A public record search shall be made and a copy of a public record shall be furnished without charge for the first \$20.00 of the fee for each request by either of the following: 1. Indigency: Certain individuals who submit an affidavit stating that the individual is indigent or receiving public assistance as stated more fully in the FOIA and PDL's Procedures and Guidelines. <input type="checkbox"/> FOIA Coordinator Approves the Waiver. 2. Certain Non-Profit Organizations. A non-profit organization formally designated by the state to carry out activities under subtitle C of the developmental disabilities assistance and bill of rights act of 2000, and the protection and advocacy for individuals with mental illness act as stated more fully in FOIA and PDL's Procedures and Guidelines. <input type="checkbox"/> FOIA Coordinator Approves the Waiver.		Subtract Waiver of Fee: \$_____
<i>Reduction for Late Response:</i> If PDL does not respond to a written request in a timely manner, PDL shall reduce the charges for labor costs by 5% for each day PDL exceeds the time permitted, with a maximum 50% reduction. However, this reduction only applies (1) if the late response was willful and intentional or (2) or the request contained the language required by the FOIA for such reduction (See Procedures and Guidelines). _____ number of days x 5% of labor costs = \$_____		Subtract \$_____ of labor charges (up to 50% of labor costs).
Final Total After Any Applicable Reductions or Waivers:		\$_____
Deposit: <input type="checkbox"/> PDL requires a deposit of \$_____ (1/2 of the estimated fee) and this total estimated fee exceeds \$50.00. <input type="checkbox"/> PDL requires a deposit of \$_____ (100% of the estimated fee) because this request meets the statutory requirements for failing to pay for prior requests under Section 4(11) of the FOIA.		Deposit Amount: \$_____ <input type="checkbox"/> Deposit Paid on _____
<div style="display: flex; justify-content: space-between;"> <div> Total Fee - Deposit Amount = Remaining Fee Due of </div> <div> \$_____ \$_____ \$_____ </div> </div>		Total Fee Due: \$_____
<input type="checkbox"/> Fee Paid on _____		\$_____

PETOSKEY DISTRICT LIBRARY

Respiratory Virus Protocol

Scenario 1: Employees with a positive diagnosis and/or symptom of any respiratory virus.

1. You can go back to your normal activities when, for at least 24 hours, both are true:
 - Symptoms are getting better overall, **and**
 - You have not had a fever (and are not using fever-reducing medication).
2. When you go back to normal activities, take added precaution over the next 5 days, including wearing a mask while at work.

Scenario 2: You have been exposed (in close contact for more than 15 minutes):

1. Wear a mask at work for 10 days (day zero is the date of your last exposure)
2. Watch for symptoms
3. Test on Day 6
 - If you are positive, follow procedures above
 - If you are negative, continue taking precautions through Day 10.

See CDC for more information.

- <https://www.cdc.gov/respiratory-viruses/prevention/precautions-when-sick.html>
- <https://archive.cdc.gov/#/details?q=https://www.cdc.gov/coronavirus/2019-ncov/your-health/if-you-were-exposed.html&start=0&rows=10&url=https://www.cdc.gov/coronavirus/2019-ncov/your-health/if-you-were-exposed.html>

Petoskey District Library

March 19, 2024: New Business #5

Mike and I attended a meeting at Bear Creek Township Hall with Denny Keiser, Supervisor and Joe Hoffman, Trustee to discuss the upcoming millage renewal. Garrett Langen-Muir, Assessor's Assistant was also present.

After some discussion, Denny stated the three items he would like to see happen:

1. Capital budget – more clarification in the contract that township monies are not used for capital projects. Township monies are only to be used for operations. It was suggested for us to create a capital projects budget, so the dollar flow is more easily tracked.
2. Representation – more representation for the township at our meetings. The township understands that they cannot have a voting position on the board unless they join the district, but they would like to be at the table for discussion.
3. User #s as a way to charge the township. It was suggested that we move to a user charge instead of a flat millage. The township would levy enough millage dollars to cover the \$95 per library card charge for all Bear Creek Township library card holders. This number would be based on the number of BCT library cardholders reported from the previous year.

Joe stated he would like the library to not “face out” any books that may be deemed controversial by some.

Both Joe and Denny agreed that a public library is a valuable community asset and they would like to continue to work with us.