

**Petoskey District Library Board of Trustees**  
**500 E. Mitchell St, Petoskey**

**Thursday, May 22, 2025, 5:00 p.m.**

**Call to order**

**Agenda**

**Public Comments:**

**Approval of Minutes:**

Regular Meeting: April 24, 2025

**Approval of Bills:** April 2025

**Treasurer's Report on Financial Statements**

**Reports:**

- ◆ Friends of the Petoskey Library
- ◆ Comments/Questions from Township Representatives
- ◆ Director's Report

**Board Members' Comments:**

**Unfinished Business:**

1. New Student Trustee

**New Business:**

1. Communication tool
2. Request for floating holiday paid hours for part-time staff
3. Request for increased longevity pay for staff

**Public Comments:**

**Adjournment:**

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

**Petoskey District Library  
Board of Trustees Meeting Minutes  
April 24, 2025**

The meeting was called to order at 5 PM by President Kim Block.

**Present:** Kim Block, Laura Dinon, Ann Ingles, Amy Janssens, Trevor Nelson, Val Meyerson (Library Director) and Brady Olson (student)  
All board members were present.

**Agenda:** The agenda was approved by unanimous consent with no changes.

**Public Comment:** None

**Approval of Minutes:** The minutes of the regular meeting of March 18, 2025 were approved by unanimous consent.

**Approval of Bills:** Payment of the March 2025 bills was approved by unanimous consent.

**Treasurer's Report on Financial Statements:** Trevor stated that the financial statements still look good.

**Reports:**

- Friends of the Library - Co-president Lori Smith stated that the Friends have agreed to contribute funds toward additional shelving for book pick-up at the circ desk with a cart corral on the other side. The system will be built by a local carpenter,
- Comments from Township Representatives - No comments.
- Director's Report - Val had provided a written report. She highlighted the allergen free Easter Egg Hunt and the Earth Day celebration, which included 135 birch trees for the children to take home to plant. This was a partnership with Neighborhood Forest. Val mentioned that at the staff meeting after the ice storm the possibility of using the Carnegie building as a warming center

for the community in any future disaster situation was suggested. A generator would have to be installed.

The disbursement from the library fund at the Community Foundation was \$4000 this year. After discussion the Board agreed to reinvest the money to grow the fund, which has often been done over the years. There is now \$97,000 in the fund.

Val gave an update on the situation with the Institute of Museum and Library Services (IMLS) federal funds which are in danger of being cut by the current administration. Michigan uses these funds to provide Melcat (Michigan Electronic Catalog) services all over the state. The Library of Michigan is working hard to get information. Michigan is part of a lawsuit against these federal funds being canceled.

### **Board Member Comments:**

Kim mentioned an excellent library program on mushrooms that she attended.

- **Unfinished Business:** New Student Trustee

There were four applicants for the position. Kim, Amy, and Brady will interview two of them at the end of April/beginning of May. Trevor will conduct an exit interview with Brady today after this meeting.

### **New Business:**

1. New Roof Bids Approval - Facilities Manager Steve Solomon went over his process for soliciting bids and reviewing and researching the bids received. He presented in-depth reports on the two bidders who had completed all the requirements. There was a lot of discussion, as this is a major project.

\*Ann moved and Laura seconded to award the bid for the new roof on the library to NBMV Construction and their primary roofing contractor NB Roofing, with the inclusion of Options 1 and 4. Further discussion.

Val indicated that the total bid including options 1 and 4 as well as the preferred customer discount comes to \$143,127.00. Steve said that the timeline would be about 3 weeks. Board members thanked Steve profusely for all the work he had done in bringing the bids and information to the Board. A roll call vote was taken:

- Trevor Nelson      Yes

- Amy Janssens      Yes
- Kim Block        Yes
- Laura Dinon       Yes
- Ann Ingles        Yes

The motion carried.

2. Exit Interview Schedule - Trevor and Brady will meet after this meeting.
3. Local History Room Policy Change - In addition to the minor changes to the policy presented in the agenda packet, Reference Librarian Mary Beauchamp had requested that a statement be added that personal family scrapbook records will not be included in the library collection. \* Trevor moved and Laura seconded to approve the changes in the Local History Room policy as stated with the addition proposed by staff. The motion carried unanimously.
4. General Use Policy Review - \*Laura moved and Kim seconded to approve the changes in the General Use policy as stated. The motion carried unanimously.

**Public Comments:** None

**Adjournment:** Kim adjourned the meeting at 6:12 pm.

Respectfully submitted,

Ann Ingles, Secretary

## Report Criteria:

Report type: GL detail

Check.Type = {&lt;&gt;} "Adjustment"

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

| Check Number | Check Issue Date | Payee                              | Invoice GL Account Title     | Amount   |
|--------------|------------------|------------------------------------|------------------------------|----------|
| 108111       | 04/09/2025       | 4Imprint                           | Office/Library Supplies      | 178.71   |
| 108112       | 04/09/2025       | A-1 Outdoor Maintenance LLC        | Contracted Services          | 180.00   |
| 108184       | 04/16/2025       | Alliance Entertainment             | Audio Visual - Adult         | 201.72   |
| 108186       | 04/16/2025       | Amazon Capital Services            | Building Supplies            | 356.16   |
| 108187       | 04/16/2025       | Armstrong, Janet Elaine            | Contracted Services          | 690.00   |
| 108325       | 04/30/2025       | AT&T                               | Communications               | 208.84   |
| 108117       | 04/09/2025       | Atchison Paper & Supply            | Building Supplies            | 555.21   |
| 108326       | 04/30/2025       | Atchison Paper & Supply            | Office/Library Supplies      | 379.08   |
| 108261       | 04/23/2025       | Baker & Taylor                     | Books - Adult                | 19.22    |
| 108261       | 04/23/2025       | Baker & Taylor                     | Books - Adult                | 21.08    |
| 108261       | 04/23/2025       | Baker & Taylor                     | Books - Adult                | 17.28    |
| 108261       | 04/23/2025       | Baker & Taylor                     | Books - Adult                | 13.63    |
| 108261       | 04/23/2025       | Baker & Taylor                     | Books - Adult                | 18.60    |
| 108261       | 04/23/2025       | Baker & Taylor                     | Books - Adult                | 34.56    |
| 108189       | 04/16/2025       | Barta, Heather                     | Programming - Adult          | 300.00   |
| 108190       | 04/16/2025       | Bassett, Susan Jane                | Contracted Services          | 750.00   |
| 108123       | 04/09/2025       | Centaris                           | Contracted Services          | 417.00   |
| 108264       | 04/23/2025       | Center Point Large Print           | Books - Adult                | 26.57    |
| 108264       | 04/23/2025       | Center Point Large Print           | Books - Adult                | 48.00    |
| 108264       | 04/23/2025       | Center Point Large Print           | Books - Adult                | 29.37    |
| 108329       | 04/30/2025       | Center Point Large Print           | Books - Adult                | 48.00    |
| 108124       | 04/09/2025       | Cintas Corp #729                   | Building Supplies            | 28.55    |
| 108124       | 04/09/2025       | Cintas Corp #729                   | Building Supplies            | 28.55    |
| 108124       | 04/09/2025       | Cintas Corp #729                   | Building Supplies            | 28.55    |
| 108125       | 04/09/2025       | City Treas. for Utility Bills      | Public Utilities             | 2,508.60 |
| 108125       | 04/09/2025       | City Treas. for Utility Bills      | Public Utilities             | 254.10   |
| 108196       | 04/16/2025       | Collias-Glaser, Hellene Kay        | Contracted Services          | 660.00   |
| 108130       | 04/09/2025       | Demco                              | Office/Library Supplies      | 155.88   |
| 108200       | 04/16/2025       | Dennis Gartland & Niergarth        | Professional Services        | 1,588.34 |
| 108271       | 04/23/2025       | DTE Energy                         | Heating Fuel                 | 1,458.95 |
| 108271       | 04/23/2025       | DTE Energy                         | Heating Fuel                 | 472.83   |
| 108202       | 04/16/2025       | Ducastel, Barbara                  | Contracted Services          | 270.00   |
| 108136       | 04/09/2025       | First Book                         | Books-Children's             | 111.26   |
| 108206       | 04/16/2025       | Fisher, Amy                        | Contracted Services          | 360.00   |
| 108279       | 04/23/2025       | Friendship Centers of Emmet County | Printing/Advertising/Postage | 850.00   |
| 108138       | 04/09/2025       | Gale/Cengage Learning Inc.         | Books - Adult                | 24.04    |
| 108280       | 04/23/2025       | Gale/Cengage Learning Inc.         | Books - Adult                | 51.33    |
| 108280       | 04/23/2025       | Gale/Cengage Learning Inc.         | Books - Adult                | 20.80    |
| 108280       | 04/23/2025       | Gale/Cengage Learning Inc.         | Books - Adult                | 199.93   |
| 108280       | 04/23/2025       | Gale/Cengage Learning Inc.         | Books - Adult                | 29.59    |
| 108280       | 04/23/2025       | Gale/Cengage Learning Inc.         | Books - Adult                | 30.39    |
| 108281       | 04/23/2025       | GFL Environmental                  | Contracted Services          | 145.00   |
| 108283       | 04/23/2025       | Goedge, Megan                      | Training & Travel            | 285.00   |
| 108336       | 04/30/2025       | Goedge, Megan                      | Training & Travel            | 219.00   |
| 108209       | 04/16/2025       | Goodrich, Lynnette M               | Contracted Services          | 75.00    |
| 108209       | 04/16/2025       | Goodrich, Lynnette M               | Contracted Services          | 75.00    |
| 108209       | 04/16/2025       | Goodrich, Lynnette M               | Contracted Services          | 75.00    |
| 108209       | 04/16/2025       | Goodrich, Lynnette M               | Contracted Services          | 225.00   |
| 108285       | 04/23/2025       | Hahn-Oswald, Martina               | Programming - Adult          | 500.00   |
| 108211       | 04/16/2025       | Hammond, Linda Lawless             | Contracted Services          | 180.00   |
| 108212       | 04/16/2025       | Hansen, Carol Margaret             | Contracted Services          | 240.00   |
| 108215       | 04/16/2025       | Himebauch, Kelly L                 | Contracted Services          | 210.00   |

| Check Number  | Check<br>Issue Date | Payee                                  | Invoice GL Account Title       | Amount    |
|---------------|---------------------|--|--------------------------------|-----------|
| 108286        | 04/23/2025          | Hohlbein, Mary                         | Training & Travel              | 52.36     |
| 108144        | 04/09/2025          | Ingram Library Services                | Books-Children's               | 24.58-    |
| 108144        | 04/09/2025          | Ingram Library Services                | Books - Adult                  | 2,468.47  |
| 108144        | 04/09/2025          | Ingram Library Services                | Books-Children's               | 1,963.51  |
| 108144        | 04/09/2025          | Ingram Library Services                | Books - Young Adult            | 147.25    |
| 108218        | 04/16/2025          | Jakeway, Patricia                      | Contracted Services            | 510.00    |
| 108145        | 04/09/2025          | John E. Green Co.                      | Building Repair & Maintenance  | 352.23    |
| 108290        | 04/23/2025          | Kessler, Nisa                          | Training & Travel              | 311.80    |
| 108346        | 04/30/2025          | Kessler, Nisa                          | Programming - Young Adult      | 101.42    |
| 108147        | 04/09/2025          | Lake, Hilary                           | Programming - Adult            | 200.00    |
| 108350        | 04/30/2025          | Library Design Associates Inc.         | Capital Outlay                 | 670.00    |
| 108321        | 04/23/2025          | Metropolitan Life Insurance Company    | Fringe Benefits                | 395.98    |
| 108151        | 04/09/2025          | Meyer Ace Hardware                     | Building Supplies              | 8.99      |
| 108151        | 04/09/2025          | Meyer Ace Hardware                     | Building Supplies              | 16.19     |
| 108151        | 04/09/2025          | Meyer Ace Hardware                     | Building Supplies              | 2.51      |
| 108151        | 04/09/2025          | Meyer Ace Hardware                     | Building Supplies              | 47.97     |
| 108151        | 04/09/2025          | Meyer Ace Hardware                     | Building Supplies              | 17.98     |
| 108151        | 04/09/2025          | Meyer Ace Hardware                     | Building Supplies              | 15.10     |
| 108226        | 04/16/2025          | MICHIGAN MUNICIPAL LEAGUE WC FUND      | Fringe Benefits                | 322.98    |
| 108226        | 04/16/2025          | MICHIGAN MUNICIPAL LEAGUE WC FUND      | Fringe Benefits                | 7.22      |
| 108154        | 04/09/2025          | Midwest Tape LLC                       | Audio Visual - Adult           | 111.98    |
| 108154        | 04/09/2025          | Midwest Tape LLC                       | Audio Visual - Adult           | 120.97    |
| 108355        | 04/30/2025          | Midwest Tape LLC                       | Audio Visual - Adult           | 42.99     |
| 108355        | 04/30/2025          | Midwest Tape LLC                       | Audio Visual - Adult           | 20.24     |
| 108355        | 04/30/2025          | Midwest Tape LLC                       | Audio Visual - Adult           | 92.98     |
| 108355        | 04/30/2025          | Midwest Tape LLC                       | Audio Visual - Adult           | 39.99     |
| 108227        | 04/16/2025          | Mindel, Julie                          | Contracted Services            | 210.00    |
| 108093        | 04/03/2025          | Municipal Underwriters of West MI      | Insurance & Bonds              | 12,097.44 |
| 108296        | 04/23/2025          | Myers, Alexandra                       | Office/Library Supplies        | 1,240.00  |
| 108158        | 04/09/2025          | Northern Gale Cleaning & Property Mgmt | Contracted Services            | 450.00    |
| 108297        | 04/23/2025          | Northern Gale Cleaning & Property Mgmt | Contracted Services            | 1,300.00  |
| 108359        | 04/30/2025          | Northland Library Cooperative          | Contracted Services            | 4,665.68  |
| 108361        | 04/30/2025          | OneAmerica                             | Fringe Benefits                | 86.00     |
| 108159        | 04/09/2025          | Paauwe, Rebekah                        | Contracted Services            | 75.00     |
| 108230        | 04/16/2025          | Paauwe, Rebekah                        | Contracted Services            | 75.00     |
| 108230        | 04/16/2025          | Paauwe, Rebekah                        | Contracted Services            | 75.00     |
| 108301        | 04/23/2025          | Peninsula Fiber Network LLC            | Communications                 | 89.10     |
| 108232        | 04/16/2025          | Petersen, Elisabeth                    | Programming - Adult            | 150.00    |
| 108362        | 04/30/2025          | Petoskey Regional Chamber              | Community Outreach             | 35.00     |
| 108306        | 04/23/2025          | Priority Health                        | Fringe Benefits                | 1,672.18  |
| 108309        | 04/23/2025          | Quadient Inc.                          | Office/Library Supplies        | 2.40      |
| 108364        | 04/30/2025          | Quadient Inc.                          | Office/Library Supplies        | 40.00     |
| 108239        | 04/16/2025          | Smith, Christine R.                    | Programming - Adult            | 350.00    |
| 108312        | 04/23/2025          | Summit Fire Protection                 | Building Repair & Maintenance  | 458.00    |
| 108313        | 04/23/2025          | Sweep Shop, The                        | Equipment Repair & Maintenance | 104.85    |
| 108170        | 04/09/2025          | T-Mobile                               | Communications                 | 306.00    |
| 108109        | 04/03/2025          | Van's Business Machines                | Equipment Repair & Maintenance | 227.49    |
| Grand Totals: |                     |  |                                | 47,579.39 |

Summary by General Ledger Account Number

| GL Account      | Debit     | Credit     | Proof      |
|-----------------|-----------|------------|------------|
| 271-000-202.000 | 24.58     | 47,603.97- | 47,579.39- |
| 271-790-724.000 | 2,484.36  | .00        | 2,484.36   |
| 271-790-751.000 | 1,996.07  | .00        | 1,996.07   |
| 271-790-752.000 | 1,105.76  | .00        | 1,105.76   |
| 271-790-760.000 | 3,100.86  | .00        | 3,100.86   |
| 271-790-760.100 | 2,074.77  | 24.58-     | 2,050.19   |
| 271-790-760.200 | 147.25    | .00        | 147.25     |
| 271-790-761.000 | 630.87    | .00        | 630.87     |
| 271-790-801.000 | 1,588.34  | .00        | 1,588.34   |
| 271-790-802.000 | 11,912.68 | .00        | 11,912.68  |
| 271-790-850.000 | 603.94    | .00        | 603.94     |
| 271-790-880.000 | 35.00     | .00        | 35.00      |
| 271-790-905.000 | 850.00    | .00        | 850.00     |
| 271-790-912.000 | 868.16    | .00        | 868.16     |
| 271-790-920.000 | 2,762.70  | .00        | 2,762.70   |
| 271-790-924.000 | 1,931.78  | .00        | 1,931.78   |
| 271-790-930.000 | 810.23    | .00        | 810.23     |
| 271-790-931.000 | 332.34    | .00        | 332.34     |
| 271-790-937.000 | 12,097.44 | .00        | 12,097.44  |
| 271-790-958.100 | 1,500.00  | .00        | 1,500.00   |
| 271-790-958.200 | 101.42    | .00        | 101.42     |
| 271-790-970.000 | 670.00    | .00        | 670.00     |
| Grand Totals:   | 47,628.55 | 47,628.55- | .00        |

## Report Criteria:

Report type: GL detail

Check.Type = {&lt;&gt;} "Adjustment"

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

## Report Criteria:

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

Check.Created date = 04/01/2025-04/30/2025

| Check Number  | Check Issue Date | Name                          | GL Account   | Amount |
|---------------|------------------|-------------------------------|--------------|--------|
| 108320        | 04/23/2025       | Troy Public Library           | 271790955000 | 30.00  |
| 108379        | 04/30/2025       | Fiction Favorites Large Print | 271790760400 | 45.00  |
| Grand Totals: |                  |                               |              | 75.00  |



**CITY OF PETOSKEY**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2025**

**FUND 271 - LIBRARY FUND**

|                              |                                | PERIOD<br>ACTUAL | YTD ACTUAL | BUDGET<br>AMOUNT | VARIANCE        | % OF<br>BUDGET |
|------------------------------|--------------------------------|------------------|------------|------------------|-----------------|----------------|
| <hr/>                        |                                |                  |            |                  |                 |                |
| <u>OPERATING REVENUE</u>     |                                |                  |            |                  |                 |                |
| 271-081-402.000              | STATE AID                      | .00              | 9,331.36   | 18,500.00        | ( 9,168.64)     | 50.44          |
| 271-081-403.000              | CURRENT PROPERTY TAX           | .00              | .00        | 1,056,100.00     | ( 1,056,100.00) | .00            |
| 271-081-405.000              | PROPERTY TAX - BEAR CREEK      | 11,249.15        | 252,024.67 | 253,900.00       | ( 1,875.33)     | 99.26          |
| 271-081-407.000              | PROPERTY TAX - RESORT          | 11,496.27        | 200,806.37 | 207,200.00       | ( 6,393.63)     | 96.91          |
| 271-081-409.000              | PROPERTY TAX - LITTLE TRAVERSE | .00              | 158,446.99 | 166,400.00       | ( 7,953.01)     | 95.22          |
| 271-081-411.000              | PROPERTY TAX - SPRINGVALE      | .00              | 56,648.15  | 58,000.00        | ( 1,351.85)     | 97.67          |
| 271-081-445.000              | PENALTIES & INTEREST           | 1,991.79         | 2,155.50   | 3,000.00         | ( 844.50)       | 71.85          |
| 271-081-566.000              | GRANTS                         | 1,790.00         | 46,452.00  | 22,800.00        | 23,652.00       | 203.74         |
| 271-081-657.000              | PENAL FINES                    | .00              | .00        | 60,000.00        | ( 60,000.00)    | .00            |
| 271-081-658.000              | REIMBURSEMENTS                 | .00              | .00        | 6,500.00         | ( 6,500.00)     | .00            |
| 271-081-687.000              | PAID CARDS                     | 480.00           | 1,315.00   | 3,000.00         | ( 1,685.00)     | 43.83          |
| 271-081-692.000              | COPIES                         | 327.00           | 2,187.70   | 4,000.00         | ( 1,812.30)     | 54.69          |
| 271-081-694.000              | BOOK SALE                      | 583.49           | 3,653.88   | 12,000.00        | ( 8,346.12)     | 30.45          |
| 271-081-695.000              | CONTRACTED WAGES               | .00              | .00        | 12,000.00        | ( 12,000.00)    | .00            |
| 271-081-696.000              | MERCHANDISE SALES              | 469.00           | 802.00     | 500.00           | 302.00          | 160.40         |
| <hr/>                        |                                |                  |            |                  |                 |                |
|                              | TOTAL OPERATING REVENUE        | 28,386.70        | 733,823.62 | 1,883,900.00     | ( 1,150,076.38) | 38.95          |
| <hr/>                        |                                |                  |            |                  |                 |                |
| <u>NON-OPERATING REVENUE</u> |                                |                  |            |                  |                 |                |
| 271-082-664.000              | INTEREST INCOME                | 1,420.36         | 3,190.58   | 12,000.00        | ( 8,809.42)     | 26.59          |
| 271-082-682.000              | OTHER                          | 313.86           | 1,672.14   | 4,000.00         | ( 2,327.86)     | 41.80          |
| 271-082-684.000              | BUILDING RENT                  | 1,825.00         | 3,600.00   | 8,000.00         | ( 4,400.00)     | 45.00          |
| 271-082-696.000              | DONATIONS                      | 551.75           | 4,763.95   | 40,000.00        | ( 35,236.05)    | 11.91          |
| <hr/>                        |                                |                  |            |                  |                 |                |
|                              | TOTAL NON-OPERATING REVENUE    | 4,110.97         | 13,226.67  | 64,000.00        | ( 50,773.33)    | 20.67          |
| <hr/>                        |                                |                  |            |                  |                 |                |
|                              | TOTAL FUND REVENUE             | 32,497.67        | 747,050.29 | 1,947,900.00     | ( 1,200,849.71) | 38.35          |
| <hr/>                        |                                |                  |            |                  |                 |                |

**CITY OF PETOSKEY**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2025**

**FUND 271 - LIBRARY FUND**

|                 |                                | PERIOD<br>ACTUAL | YTD ACTUAL | BUDGET<br>AMOUNT | VARIANCE     | % OF<br>BUDGET |
|-----------------|--------------------------------|------------------|------------|------------------|--------------|----------------|
|                 | LIBRARY                        |                  |            |                  |              |                |
| 271-790-702.000 | SALARIES & WAGES - FULL-TIME   | 37,573.99        | 146,560.16 | 498,500.00       | 351,939.84   | 29.40          |
| 271-790-704.000 | SALARIES & WAGES - PART-TIME   | 19,332.45        | 71,264.21  | 264,100.00       | 192,835.79   | 26.98          |
| 271-790-724.000 | FRINGE BENEFITS                | 20,461.21        | 87,008.28  | 236,400.00       | 149,391.72   | 36.81          |
| 271-790-751.000 | OFFICE/LIBRARY SUPPLIES        | 2,035.96         | 3,954.83   | 10,000.00        | 6,045.17     | 39.55          |
| 271-790-752.000 | BUILDING SUPPLIES              | 1,105.76         | 2,779.20   | 7,000.00         | 4,220.80     | 39.70          |
| 271-790-760.000 | BOOKS - ADULT                  | 3,100.86         | 11,057.47  | 45,000.00        | 33,942.53    | 24.57          |
| 271-790-760.100 | BOOKS-CHILDREN'S               | 2,050.19         | 6,643.46   | 25,000.00        | 18,356.54    | 26.57          |
| 271-790-760.200 | BOOKS - YOUNG ADULT            | 147.25           | 1,068.00   | 5,500.00         | 4,432.00     | 19.42          |
| 271-790-760.400 | PERIODICALS                    | 65.00            | 263.00     | 9,000.00         | 8,737.00     | 2.92           |
| 271-790-761.000 | AUDIO VISUAL - ADULT           | 630.87           | 2,197.99   | 11,000.00        | 8,802.01     | 19.98          |
| 271-790-761.100 | AUDIO VISUAL - CHILDREN        | .00              | 294.14     | 1,500.00         | 1,205.86     | 19.61          |
| 271-790-761.200 | AUDIO VISUAL - YOUNG ADULT     | .00              | 235.36     | 600.00           | 364.64       | 39.23          |
| 271-790-762.000 | ELECTRONIC MATERIALS           | 24.98            | 31,156.79  | 51,500.00        | 20,343.21    | 60.50          |
| 271-790-762.100 | DATA BASES                     | .00              | 1,625.20   | 7,000.00         | 5,374.80     | 23.22          |
| 271-790-801.000 | PROFESSIONAL SERVICES          | 1,588.34         | 1,929.67   | 3,000.00         | 1,070.33     | 64.32          |
| 271-790-802.000 | CONTRACTED SERVICES            | 11,912.68        | 44,455.46  | 124,700.00       | 80,244.54    | 35.65          |
| 271-790-850.000 | COMMUNICATIONS                 | 603.94           | 2,088.85   | 8,100.00         | 6,011.15     | 25.79          |
| 271-790-880.000 | COMMUNITY OUTREACH             | 35.00            | 597.00     | 3,000.00         | 2,403.00     | 19.90          |
| 271-790-885.000 | DONATION EXPENSE               | .00              | .00        | 3,000.00         | 3,000.00     | .00            |
| 271-790-887.000 | BANK CHARGES                   | 82.40            | 226.90     | 500.00           | 273.10       | 45.38          |
| 271-790-905.000 | PRINTING/ADVERTISING/POSTAGE   | 1,192.99         | 10,009.36  | 45,000.00        | 34,990.64    | 22.24          |
| 271-790-912.000 | TRAINING & TRAVEL              | 1,133.91         | 2,596.78   | 11,000.00        | 8,403.22     | 23.61          |
| 271-790-915.000 | MEMBERSHIPS & DUES             | .00              | 350.00     | 2,400.00         | 2,050.00     | 14.58          |
| 271-790-920.000 | PUBLIC UTILITIES               | 2,762.70         | 8,129.88   | 32,000.00        | 23,870.12    | 25.41          |
| 271-790-924.000 | HEATING FUEL                   | 1,931.78         | 10,572.29  | 17,500.00        | 6,927.71     | 60.41          |
| 271-790-930.000 | BUILDING REPAIR & MAINTENANCE  | 810.23           | 4,238.09   | 55,000.00        | 50,761.91    | 7.71           |
| 271-790-931.000 | EQUIPMENT REPAIR & MAINTENANCE | 332.34           | 417.34     | 10,400.00        | 9,982.66     | 4.01           |
| 271-790-937.000 | INSURANCE & BONDS              | 12,097.44        | 12,097.44  | 12,000.00        | ( 97.44)     | 100.81         |
| 271-790-955.000 | MISCELLANEOUS                  | 30.00            | 1,539.46   | 3,000.00         | 1,460.54     | 51.32          |
| 271-790-958.000 | PROGRAMMING - CHILDREN         | 45.95            | 3,042.39   | 8,500.00         | 5,457.61     | 35.79          |
| 271-790-958.100 | PROGRAMMING - ADULT            | 1,527.90         | 3,192.61   | 15,000.00        | 11,807.39    | 21.28          |
| 271-790-958.200 | PROGRAMMING - YOUNG ADULT      | 272.39           | 597.46     | 2,500.00         | 1,902.54     | 23.90          |
| 271-790-964.000 | MAKERSPACE - EQUIP & SUPPLIES  | .00              | 592.09     | 3,500.00         | 2,907.91     | 16.92          |
| 271-790-970.000 | CAPITAL OUTLAY                 | 670.00           | 17,460.00  | 45,000.00        | 27,540.00    | 38.80          |
| 271-790-985.000 | EQUIPMENT                      | .00              | .00        | 5,000.00         | 5,000.00     | .00            |
| 271-790-986.000 | TECH. EQUIPMENT & SOFTWARE     | .00              | ( 14.72)   | 32,500.00        | 32,514.72    | ( .05)         |
| 271-790-995.000 | ADMINISTRATIVE FEES            | .00              | .00        | 7,200.00         | 7,200.00     | .00            |
|                 | TOTAL LIBRARY                  | 123,558.51       | 490,226.44 | 1,621,900.00     | 1,131,673.56 | 30.23          |

**CITY OF PETOSKEY**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING APRIL 30, 2025

**FUND 271 - LIBRARY FUND**

|                 |                                | PERIOD<br>ACTUAL | YTD ACTUAL | BUDGET<br>AMOUNT | VARIANCE     | % OF<br>BUDGET |
|-----------------|--------------------------------|------------------|------------|------------------|--------------|----------------|
|                 | <u>BOND DEBT REQUIREMENT</u>   |                  |            |                  |              |                |
| 271-792-991.000 | PRINCIPAL PAYMENT              | .00              | .00        | 255,000.00       | 255,000.00   | .00            |
| 271-792-992.000 | INTEREST PAYMENT               | .00              | 6,036.70   | 12,100.00        | 6,063.30     | 49.89          |
| 271-792-993.000 | PAYING AGENT FEES              | .00              | .00        | 300.00           | 300.00       | .00            |
|                 | TOTAL BOND DEBT REQUIREMENT    | .00              | 6,036.70   | 267,400.00       | 261,363.30   | 2.26           |
|                 | TOTAL FUND EXPENDITURES        | 123,558.51       | 496,263.14 | 1,889,300.00     | 1,393,036.86 | 26.27          |
|                 | NET REVENUES OVER EXPENDITURES | ( 91,060.84)     | 250,787.15 | 58,600.00        | 192,187.15   | 427.96         |

# CITY OF PETOSKEY

BALANCE SHEET  
APRIL 30, 2025

## FUND 271 - LIBRARY FUND

### ASSETS

|                 |                               |              |            |
|-----------------|-------------------------------|--------------|------------|
| 271-000-001.000 | CASH                          | ( 31,611.51) |            |
| 271-000-001.700 | CASH - FIFTH THIRD LIBRARY    | 764,478.37   |            |
| 271-010-004.000 | WORKING FUND - LIBRARY        | 175.00       |            |
| 271-010-020.000 | TAXES RECEIVABLE - CURRENT    | 1,807.68     |            |
| 271-010-026.000 | TAXES RECEIVABLE - DELINQUENT | 5,793.16     |            |
| TOTAL ASSETS    |                               |              | 740,642.70 |

### LIABILITIES AND EQUITY

#### LIABILITIES

|                   |                           |          |           |
|-------------------|---------------------------|----------|-----------|
| 271-000-202.000   | ACCOUNTS PAYABLE          | 7,702.48 |           |
| 271-040-253.000   | ACCRUED INTEREST          | 3,018.00 |           |
| 271-040-260.000   | ACCRUED FRINGE BENEFITS   | 2,610.32 |           |
| 271-040-292.001   | DEFERRED G/L ON REFUNDING | 3,640.00 |           |
| TOTAL LIABILITIES |                           |          | 16,970.80 |

#### FUND EQUITY

|                              |                                 |            |            |
|------------------------------|---------------------------------|------------|------------|
| 271-000-390.000              | FUND BALANCE                    | 199,884.75 |            |
| 271-000-395.000              | FUND BALANCE - RESERVED         | 273,000.00 |            |
|                              | REVENUE OVER EXPENDITURES - YTD | 250,787.15 |            |
| TOTAL FUND EQUITY            |                                 |            | 723,671.90 |
| TOTAL LIABILITIES AND EQUITY |                                 |            | 740,642.70 |

## **Petoskey District Library**

Director's Report: April 2025

### **Strategic Planning**

- We are working on the Budgeting Process for our action plan and hope to have that a bit more solidified to prioritize our items in the next month or so.
- SP 4.1: We have created a process for a "Feature of the Month." We have scheduled many services that we provide to be promoted through our "Feature of the Month" program. The process, beginning in September, includes:
  1. Staff training on each feature
  2. Staff will wear buttons highlighting the feature
  3. Advertising on posters, kiosk, eNews, and social media
  4. Highlight on our website
  5. Staff will report to their service clubs about each feature
  6. Val will include a report to the Board and to the FOPPL board about the feature
- SP 3.1: Team 613 has been created to look at staff wellness and how we can support and provide appropriate tools for all staff to feel supported.
  1. Reviewed the holiday and longevity pay and helped make recommendations for change
  2. Instituted a quarterly pizza lunch for all staff to enjoy a meal together
  3. Planning quarterly wellness activities
  4. Planning a social gathering with neighboring library staff
- SP 2.1: A Third Place programming has been in place since March and is slowly seeing an increase in attendees.

### **Val's Update:**

- There is an update to the Youth Employment Services Act (YESA) which provides guidance on employment of teens, including eligible ages and number of hours they can work. At first glance, the act seems to require work permits for volunteers as well as employees. I am working with the city's attorney on if this affects our teen board member and our Teen Advisory Board.
- Governmental meetings scheduled to report on the Annual Report and the Strategic Plan.
  - Springvale: May 13, 7pm - complete
  - Little Traverse: May 14, 4pm - complete
  - City: June 2, 6pm
  - Bear Creek: June 4, 7pm
  - Resort: June 10, 5:30pm

### **Facility**

- The windows have been cleaned.
- The roof project has begun. Staging began May 14 and the roofing will take place the week of May 19. The main door to the library will remain open throughout the project. Our ramp will be accessible by escort. The labyrinth area will be closed during the roofing week. The parking spots on the east side of Waukazoo will be used for staging all the vehicles and

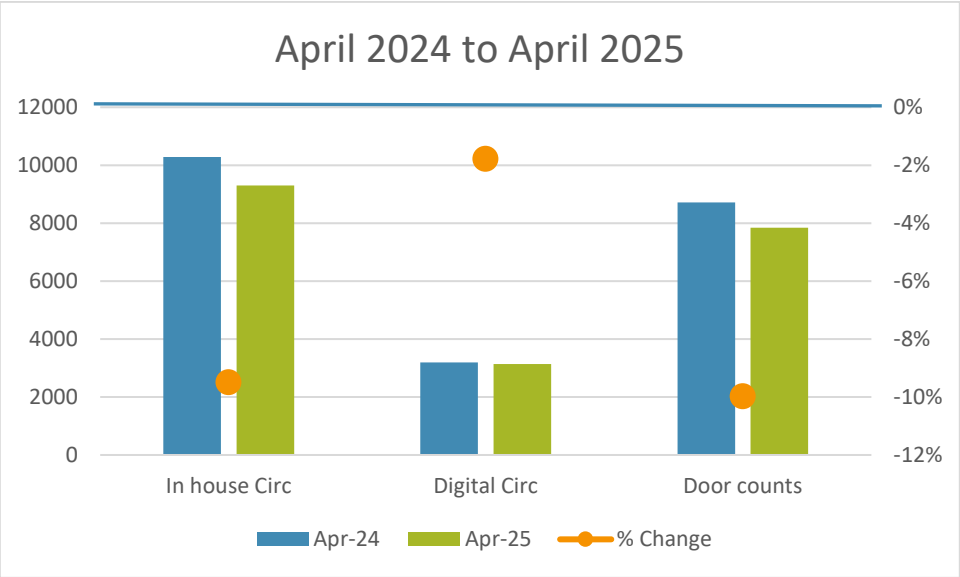
trucks and the labyrinth area will be used to stage all the roofing supplies. The project is slated to be completed by the 27<sup>th</sup> and the site cleaned up and by the 29<sup>th</sup>.

**Technology**

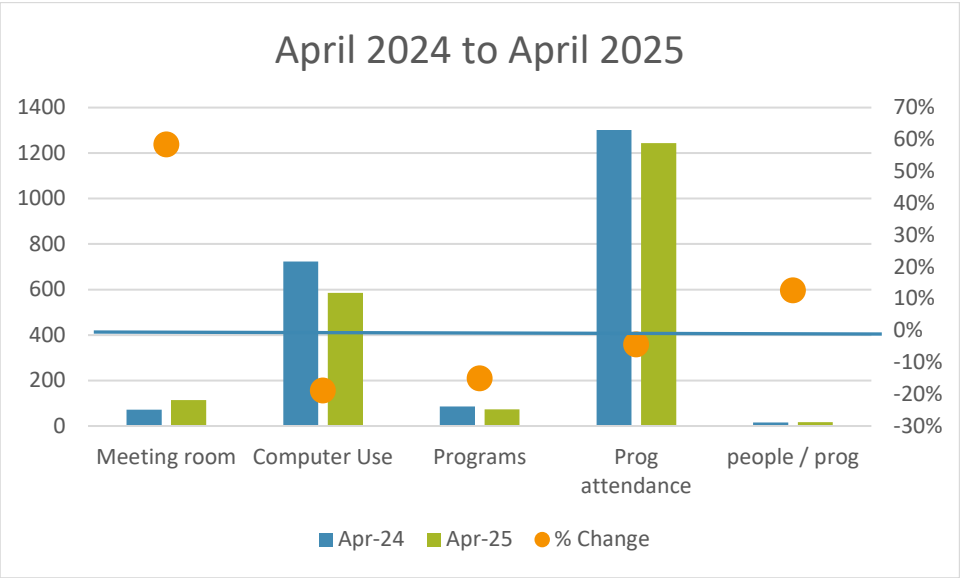
- New iPad catalogs are in the works to replace the five catalogs we currently provide.

**Service Statistics**

We are seeing similar trends of in-house circulation dropping and digital circulation increasing. The decrease in the door count is most likely attributed to our three closure days from the ice storm.



Meeting room use was way up this month, may be in part due to the new meeting booth. While the number of programs were down, the attendance per program was up.





# Spring Institute 2025 Conference Report

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Nisa Kessler

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# Introduction

This year's Spring Institute for Youth Services was held April 9-11, 2025 at the Bavarian Inn in Frankenmuth, Michigan. I was a MLA Ambassador on the Spring Institute workgroup from July 2024 until our last meeting at the end of April 2025.

During the conference, I had many volunteer duties, including setting up the welcome reception at the Frankenmuth Wickson District Library, helping with registration on Thursday morning, moderating several sessions, and helping pack up on Friday.

This conference offered a wide variety of sessions and workshops to meet the professional development needs of diverse youth services staff across the state.



At the Frankenmuth Wickson District Library Welcome Reception



# Day One

On the first day of the Spring Institute, the Frankenmuth Wickson District Library was gracious enough to host a welcome reception for our attendees. I arrived an hour early to help unload and set up the reception.

Once the reception began, I toured around the library to 1) network with the attendees, and 2) look for some inspiration. The library makes the most of limited space for their teen and tween patrons. Games, a book swap cart, and a “bar” with passive programming were available for these patrons, along with an up to date fiction collection.



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# Day Two

I began day two helping attendees at the registration desk. When sessions began, I moderated a session called Library Arcade: Building & Strengthening Communities with Retro Games, presented by Killian Weston and Jayah Johnson from Bloomfield Township Public Library. This session had a lot of good tips on how to use retro gaming systems to build connections across generations.

I think they shared some great program ideas, some smaller, some big. The “Gamer Lounge” reminded me of Teen Game Night, with a solely video gaming focus. It is a passive program that would be simple enough to try out and see if there is interest. The bigger “Vintage Video Game Night” was an all ages event where adults were the experts, teaching their kids (and grandkids!) about the systems they played when they were young. We do have an Atari system and an older PlayStation 2, but we would need to invest in some other systems to make a program like that work.

The next session I attended was titled Teen, Teen, Goose: Creating Whimsy in Your Teen Space, presented by Olivia Pennebaker and Karina Gluys from Portage District Library. I absolutely loved this session! The idea is that teens are still kids and enjoy having fun, whimsical things to define their special area of the library.

The main takeaway that I am already implementing is the idea of a “mascot” for the teen area. Portage District Library has a porch goose as the mascot, named in a contest (called “Goose Madness”). The winning name is Goosifer Quackington and Goosifer has his own library name tag. They use the mascot for outreach and it is extremely popular, not just with the teens, but with the community. I currently have the teens voting on a mascot, so stay tuned!

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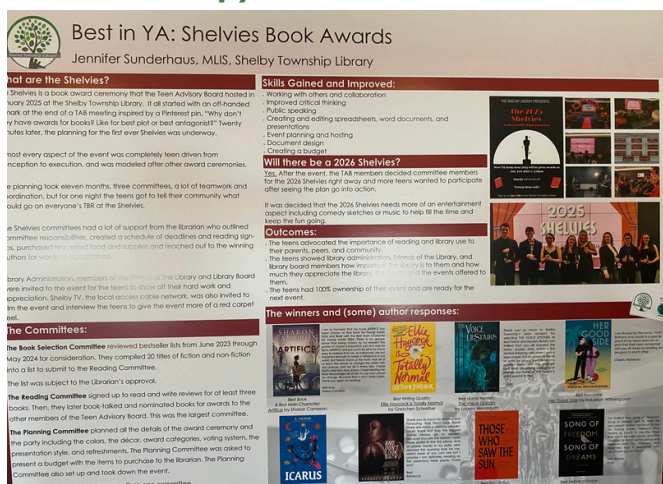
# Day Two continued

The final session I moderated on day two was a workshop titled Only Mysteries in the Library, presented by Jennifer Sunderhaus from Shelby Township Library. This workshop was to help attendees learn how to put together their own murder mystery program at their library.

I spent much of this workshop troubleshooting sound issues and checking people in, but I was able to talk to Jennifer and look at the slides to better understand. A program like this requires a lot of prep and some support staff to pull off, but given the popularity of true crime and “escape room” type activities, it might be worth trying out in the future.

I also spent time perusing the various posters on display. The one that focused on teen services was about a YA book award event that the Shelby District Library does with its teens. The teens work to select winners based on categories such as “best antagonist” and “best plot development”. This looks like a fun way to get teens to explore the collection in depth.

The last part of the day was helping MLA staff with the Celebration at the Lodge! I helped Debbie Mikula and Amber Sheerin give out passes for the Family Fun Center, plus drink tickets for the restaurant/bar. After my work was done, I spent an evening having pizza and fun with my fellow workgroup people. I even won a tie-dye rubber duck (with Cathy Lancaster’s help)!



Photos at the Bavarian Inn, Frankenmuth, Michigan.

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# Day Three

Day three began with a wonderful fireside chat with Aisha Saeed. Aisha was inspiring and very motivational. Her work with “We Need Diverse Books” came from her own experiences with the publishing world. She continues to make a difference for readers and authors alike.

The first session I moderated that day was titled On the Hunt for Easy Programming: Library Scavenger Hunts, presented by Lauren Aquilina from Commerce Township Community Library. She offered a quick and easy way to incorporate scavenger hunts into library programming regularly throughout the year. Her templates are so easy to use that I am using one for our Summer Reading kickoff this year!

The next session I attended was called Dyslexic-Friendly Print Materials in the Library, presented by Cathrine Trautman from Northville District Library. I found this session very informative regarding with publishers print dyslexic-friendly materials and how difficult it can be to acquire these materials (many are published in the UK). The biggest takeaway was having signage that can be more easily read and understood by our dyslexic patrons. It mostly is a matter of simple fonts with good spacing. I think this is something we can look into for the future, to make our signage even more accessible.

The final session I moderated was titled Animating Stories: Launching and Maintaining a Club for Young Animators, presented by Eric Berling and Gillian Streeter from the East Lansing Public Library. While I found their program innovative, it would be difficult to implement without a dedicated tech person involved in all steps of the program. Eric is quite good with the various tech and understands how to use the applications and programs needed to make this club a success. I don't see that as something I could realistically do on my own.

The final keynote was Kaitlin Johnstone, who owns and operated Kindness Cotton. She is a passionate advocate for books and libraries. I did win the raffle and got a cool tote bag with great books, which I handed off to Megan as they were children's books.

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# Conclusion

This year's Spring Institute for Youth Services was full of great ideas and wonderful library staff from all over Michigan. It was a joy to participate in the workgroup and see all of that work culminate in a fantastic conference. For the first time we actually sold out and had a waitlist!

I learned a lot from all the presenters and from working behind the scenes. It takes a lot of work that nobody ever sees to pull off a conference like Spring Institute. MLA staff are truly devoted and wonderful to work with on these projects.

While not everything I learned about can realistically be implemented here at Petoskey District Library, I think with some tweaks I can take what I learned to better serve our teens.



The Spring Institute Workgroup!

I have been the Kiwanis of Petoskey secretary for over two years, and have been a Club member since January of 2020. I'm proud to represent the Petoskey District Library (PDL)! It allows me to connect with a diverse group from local businesses and nonprofits. It's a fantastic way for me to network, learn about what's happening around Petoskey and Harbor Springs, and share Library updates with fellow members and guests. I learn a ton each week from our assorted speakers who share insights about the local community.

Every year we sponsor a holiday shopping spree with Big Brothers Big Sisters (BBBS). Our Club donates 20 gift cards (\$150.00 each), and we spend a day at Walmart with the kids, helping them shop for their families. Meijers, Walmart, and BBBS also contribute to this effort. The Petoskey High School Key Club members (our high school version of Kiwanis) are a huge help with this, as they are "cool" older kids to shop with! It's really heartwarming to see the kids carefully choose gifts, calculating their running totals, as they shop for gifts that are personal for their families.

I also manage about 14 flags for our American Flag project. Homeowners in Petoskey pay us to install flags for major holidays, and I personally put them up along Kalamazoo Avenue, State Street, and Hill Street. I often wear my PDL gear while doing this – a little way to show my connection to both the Library and Kiwanis.

Our Club and the high school Key Club also team up to ring bells for the Salvation Army every year. Plus, we sponsor and help organize the annual Kiwanis Cross Country Invite at the high school.

Giving out scholarships to graduating seniors is another important thing we do. And we're proud sponsors of Petoskey Little League, the Builder's and Key Clubs, Leadership Little Traverse, and Camp Daggett. At Camp Daggett, we even sponsor the Juniper Cabin, and every spring, our Club plans a day or two to paint, repair, and do some yardwork so it's ready for the season. It's rewarding to be part of a group that's so involved in so many different ways in our community. I'm thrilled to represent our Library in this service club.

Mary Beauchamp  
4/28/2025

## **Staff Report: Rotary**

### **Val Meyerson**

As past president and current chair of the charitable giving team, of Sunrise Rotary, I have made some great connections and I am able to keep the library in the forefront of the members minds by announcing events and new services. I also keep the library in the community by participating in many of our fundraisers and service projects. I am a visible member of our club, attending most of the weekly meetings. Everyone knows the librarian and knows where to go to find services.

Rotary provides many services for our community, including:

1. Camp Daggett – we sponsor one of the cabins and provide the upkeep and maintenance on it cabin each year.
2. This year we were able to contribute \$10,000 to the Women's Resource Center's new facility. They were our recipient from our Chef's Challenge fundraiser.
3. We host a charitable giving breakfast each year where we provide funds to different organizations each year. December 2024 we gave \$2500 to Northmen Den, Little Traverse Historical Society, Bay Bluffs Palliative Care, and NCMC Child Care initiative & Compass Afterschool Project each received \$1000.
4. Every year we organize the Venison for Manna project. Hunters are encouraged to either donate some of their meat or their whole deer to the project. We host a take-out venison dinner to raise the funds for the processing. To date we have donated more than 10,000 pounds.
5. Through our Chef's Challenge dinner, we also continue to donate to the Marty VandeCarr nursing scholarship fund at the PHSACF.
6. We have fellow Rotarians who work with Big Brothers Big Sisters. Any new Bigs that join up, we fund their training at \$2100. Currently we have four Bigs.
7. We also provide sponsorship dollars for many of our local organizations include Petoskey Little League Team, Petoskey Education Foundation, Leadership Little Traverse, and the Zonta Fashion Show.
8. We also organize the two annual parades and the Fourth of July Fireworks.
9. We host a Pedal with a Purpose fundraiser for the international Rotary project to fight polio.

We raise funds to support all the above through our annual fundraising projects, including:

1. Better Burger Battle
2. Marty VandeCarr Chef's Challenge
3. Bowl-a-Palooza
4. Annual Rotary Calendar sales
5. Happy Bucks

## Jodi Haven - Zonta Club of Petoskey Report

As part of my ongoing commitment to Zonta's mission of building a better world for women and girls, I continue to serve actively in multiple roles within the organization. I attend two meetings each month—our program meeting and our business meeting—where we coordinate and review club activities.

Currently, I serve as the club's **Webmaster** and **Co-Chair of the Status of Women Committee**. All members are a part of the Fashion Show Committee. In my capacity as webmaster, I manage and update our club's online presence and events to ensure our communication is clear and current.

As Co-Chair of the **Status of Women Committee**, I oversee the review and awarding of **\$12,500 in grants each year**, which directly support initiatives that improve the lives of women and girls. I also play a key role in developing the theme for our annual fashion show, a crucial part of our outreach.

In the **Fashion Show Committee**, I assist in the design and production of the event program and contribute to various planning tasks. Our fashion show remains our **most successful fundraiser**.

Additionally, in keeping with Zonta's hands-on community support, I once again participated in our annual service project at the **Safe Home**, helping to paint and refresh a room this April, as I have done for several years.

Through my work with Zonta, I meet many community members, collaborate with local organizations, and regularly share information about the library—strengthening its visibility and deepening its connection to the broader community.

I remain proud and grateful to contribute to Zonta's mission through these efforts.



### **Request to Add Floating Holidays for Part-Time Staff**

As our library commits to the newly approved Strategic Priorities, including taking care of staff, it is time to address a longstanding inequity: the lack of holiday compensation for part-time employees. Currently, only full-time staff receive paid time off for holiday closures, while part-time staff, who make up 45% of our team, receive no such benefit beyond legally mandated sick leave. Offering floating holidays to part-time employees is a practical and equitable step forward.

Floating holidays would not only recognize the essential contributions of part-time staff but also support morale, retention, and fairness. These employees often work side by side with full-time colleagues, delivering the same high level of service to patrons. Yet, when the library closes for a holiday, part-time workers lose income while full-time staff are compensated. This creates a two-tier system that undermines the collaborative culture we aim to foster.

Providing floating holidays to part-time staff allows flexibility while acknowledging their need for rest, recognition, and respect. It aligns directly with our strategic commitment to staff care and ensures that nearly half our workforce is no longer excluded from a basic benefit. By implementing this change, we demonstrate that all team members are valued equally and that our strategic values are more than just words—they are actions.

I propose providing hours equal to the average weekly scheduled hours from the previous year as an annual allotment to use as floating holiday pay for part-time staff. (substitutes do not qualify). Part-time staff currently cover, on average, 250 weekly hours. The average salary for them is \$17.62 / hour, so the annual cost for the library would be approximately \$5,000, including payroll taxes. This would be part of our annual budgeting process for part-time staff wages and fringe benefits account, beginning with the 2026 budget.

## **Request to Update Staff Longevity Payments**

The library's long-term success depends on the dedication, knowledge, and continuity provided by its staff. However, our current longevity pay structure—\$10 at 3 years, \$100 at 10 years, \$200 at 20 years, and \$300 at 30 years—falls short of meaningfully recognizing the value of that commitment. As the City of Petoskey recently enhanced its longevity payments to more appropriately reward employee service, the library would like the opportunity to adopt a similar schedule, but at 50% of the cost, in a way that aligns with one of our newly approved Strategic Priorities: taking care of staff.

The proposed longevity schedule for library employees would provide \$50 at 3 years, \$150 at 5 years, \$300 at 10 years, \$450 at 15 years, \$600 at 20 years, and \$750 at 25 years and every five years thereafter. This approach offers a more consistent and motivating form of recognition while remaining financially responsible. It's a modest investment with a strong return in staff morale, retention, and a culture of appreciation.

Nearly every initiative we pursue depends on experienced, engaged employees. Updating our longevity pay structure is a simple but meaningful way to show our staff that their years of service are seen, valued, and celebrated. By approving this revised plan, the Library Board would be putting our strategic priority of staff care into practice—making clear that we value the people who make our mission possible.

Here is a side-by-side comparison chart of the **Current Library Longevity Pay**, the **City of Petoskey's New Longevity Pay**, and the **Proposed Library Longevity Pay (50% of City's Plan)**:

| <b>Years of Service</b> | <b>Current Library Pay</b> | <b>City of Petoskey Pay</b> | <b>Proposed Library Pay (50%)</b> |
|-------------------------|----------------------------|-----------------------------|-----------------------------------|
| 3 years                 | \$10                       | —                           | \$50                              |
| 5 years                 | —                          | \$300                       | \$150                             |
| 10 years                | \$100                      | \$600                       | \$300                             |
| 15 years                | —                          | \$900                       | \$450                             |
| 20 years                | \$200                      | \$1200                      | \$600                             |
| 25 years                | —                          | \$1500                      | \$750                             |
| 30 years                | \$300                      | \$1500                      | \$750                             |
| Every 5 years after —   | —                          | \$1500                      | \$750                             |

This chart clearly illustrates the disparity between the current structure and a more meaningful, sustainable alternative. The proposed schedule acknowledges and rewards long-term service while staying within a manageable cost framework.

If all staff remain with us, the average annual cost over the next six years of the proposed plan is \$1,900 (**city proposal average is \$3,700**). The longevity payments would be part of the annual budgeting process. It would be budgeted within the salary line items, beginning with 2026.