

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

Thursday, June 26, 2025, 5:00 p.m.

Call to order

Agenda

Public Comments:

Approval of Minutes:

Regular Meeting: May 22, 2025

Approval of Bills: May 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:

New Business:

1. Review new communication process
2. Policy Review: General Use
3. Policy Review: Long Overdue
4. Policy Review: Meeting Room
5. Policy Review: Solicitation and Petitions

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
May 22, 2025**

The meeting was called to order at 5:02 PM by President Kim Block.

Present: Kim Block, Laura Dinon, Ann Ingles, Amy Janssens, Trevor Nelson, Val Meyersen (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 April 24, 2025 were approved by unanimous consent.

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

Treasurer's Report on Financial Statements: Trevor stated that the financial statements continue to look good, with revenues exceeding expenses.

Reports:

- Friends of the Library - Merry Baxter reported that due to the opening of the McLean and Eakin used book store downtown the Friends have initiated a social media campaign to advertise their used book store on the lower level of the library and have already noticed a growing response. Lori Smith described plans by the Friends fundraising committee for a Night at the Library event on October 9 from 6:30 to 8:30 PM with the theme "The Other Side of the Story". The Friends are requesting permission to use the library building for the fundraiser and also an early closing that day in order to set up for the event.
*Amy moved and Laura seconded to approve the use of the library building on Thursday, October 9, 2025 by the Friends of the Petoskey Public Library for a fundraiser, including an early closing time to be determined by the Library Director.
The motion carried unanimously.
- Comments/questions from Township Representatives - None
- Director's Report - Val provided a written report and a print copy of the Annual Report for 2024. She and the staff are busy planning specifics around the new strategic plan. Due to an issue that popped up the new roof will now be completed on Saturday, with clean-up scheduled for Tuesday, May 27. A new shelver, Allie Muir, has just been hired.

Val met with City Manager Shane Horn recently to discuss details about using the Carnegie building as an emergency shelter in the event of future disasters in the area. They also discussed rebonding as a possible future revenue source for large scale capital improvements at the library. Val reported that the city manager is very interested in

maintaining the close relationship enjoyed by the library and the city. She is currently working on learning more about new regulations involving youth employment and volunteering.

Board Members' Comments: Kim thanked the Friends for creating and maintaining the library used book store. She also thanked Brady for his service as student trustee and presented him with a gift from the Board. Brady thanked the Board for providing him with the experience as student board member. Amy enjoyed Megan's presentation at Sheridan School about opportunities at the library and praised the staff for going into the schools to provide information. Amy also reported hearing positive feedback about the tutoring program.

Unfinished Business: New Student Trustee

Kim notified the Board that the committee has chosen Moira Donahoe as the new student trustee.

New Business:

1. Communication Tool - Due to frustration surrounding the current system of Board email communication, finding a new method which would be easier to use while still preserving Board communications into the future was discussed. After hearing several possible solutions, Val said she will report back with alternatives.
2. Request for floating holiday paid hours for part-time staff - Val had provided details of this request in the board packet. The purpose is to provide equity for part-time staff, who make up 45% of the team. She calculated the annual cost would be approximately \$5000. After discussion
*Laura moved and Ann seconded to approve the request for floating holiday paid hours for part-time staff. The motion carried unanimously.
3. Request for increased longevity pay for staff - Details of this proposal were also provided in the board packet. After much discussion, with every board member commenting, it was determined to return to this issue at a later date, such as when discussing the 2026 budget.

Public Comments: Garrett Muir of Bear Creek Township noted that the Michigan Municipal League is a good resource for information about salaries, benefits, etc. provided by other organizations around the state. He also observed that record breaking inflation in Michigan has likely affected many workers.

Adjournment: Kim adjourned the meeting at 6:24 PM.

Respectfully submitted,

Ann Ingles, Secretary

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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
108454	05/14/2025	Alliance Entertainment	Audio Visual - Children	33.26
108454	05/14/2025	Alliance Entertainment	Audio Visual - Adult	52.49
108454	05/14/2025	Alliance Entertainment	Audio Visual - Children	66.49
108535	05/21/2025	Amazon Capital Services	Makerspace - Equip & Supplies	70.25
108535	05/21/2025	Amazon Capital Services	Office/Library Supplies	6.48
108535	05/21/2025	Amazon Capital Services	Building Supplies	40.42
108535	05/21/2025	Amazon Capital Services	Books - Adult	24.95
108535	05/21/2025	Amazon Capital Services	Audio Visual - Adult	3.99
108535	05/21/2025	Amazon Capital Services	Building Supplies	29.48-
108535	05/21/2025	Amazon Capital Services	Programming - Young Adult	47.27
108535	05/21/2025	Amazon Capital Services	Audio Visual - Adult	19.12-
108535	05/21/2025	Amazon Capital Services	Books - Adult	53.23
108535	05/21/2025	Amazon Capital Services	Audio Visual - Adult	98.07
108535	05/21/2025	Amazon Capital Services	Makerspace - Equip & Supplies	95.71
108535	05/21/2025	Amazon Capital Services	Books - Adult	3.99
108535	05/21/2025	Amazon Capital Services	Building Supplies	132.27
108535	05/21/2025	Amazon Capital Services	Programming - Young Adult	68.95
108535	05/21/2025	Amazon Capital Services	Tech. Equipment & Software	299.99
108613	05/28/2025	Amazon Capital Services	Office/Library Supplies	17.87
108613	05/28/2025	Amazon Capital Services	Audio Visual - Adult	34.94
108613	05/28/2025	Amazon Capital Services	Makerspace - Equip & Supplies	8.68
108613	05/28/2025	Amazon Capital Services	Tech. Equipment & Software	37.25
108613	05/28/2025	Amazon Capital Services	Programming - Children	45.84
108613	05/28/2025	Amazon Capital Services	Office/Library Supplies	21.75
108613	05/28/2025	Amazon Capital Services	Programming - Young Adult	150.83
108613	05/28/2025	Amazon Capital Services	Audio Visual - Young Adult	34.99
108613	05/28/2025	Amazon Capital Services	Office/Library Supplies	69.38
108613	05/28/2025	Amazon Capital Services	Programming - Children	21.69
108613	05/28/2025	Amazon Capital Services	Makerspace - Equip & Supplies	257.97
108613	05/28/2025	Amazon Capital Services	Books - Adult	132.44
108613	05/28/2025	Amazon Capital Services	Audio Visual - Adult	19.34
108613	05/28/2025	Amazon Capital Services	Makerspace - Equip & Supplies	3.99
108613	05/28/2025	Amazon Capital Services	Makerspace - Equip & Supplies	74.39
108613	05/28/2025	Amazon Capital Services	Programming - Young Adult	222.52
108613	05/28/2025	Amazon Capital Services	Building Supplies	32.00
108457	05/14/2025	Armstrong, Janet Elaine	Contracted Services	750.00
108614	05/28/2025	AT&T	Communications	204.06
108538	05/21/2025	Atchison Paper & Supply	Building Supplies	40.25
108538	05/21/2025	Atchison Paper & Supply	Office/Library Supplies	51.89
108458	05/14/2025	Aunt Flow	Building Supplies	280.00
108459	05/14/2025	Baker & Taylor	Books - Adult	19.84
108459	05/14/2025	Baker & Taylor	Books - Adult	19.22
108616	05/28/2025	Baker & Taylor	Books - Adult	13.63
108616	05/28/2025	Baker & Taylor	Books - Adult	21.08
108616	05/28/2025	Baker & Taylor	Books - Adult	19.84
108616	05/28/2025	Baker & Taylor	Books - Adult	17.35
108616	05/28/2025	Baker & Taylor	Books - Adult	19.84
108460	05/14/2025	Bassett, Susan Jane	Contracted Services	840.00
108622	05/28/2025	Capital Area District Libraries	Miscellaneous	11.99
108466	05/14/2025	CDW Government	Tech. Equipment & Software	618.79
108623	05/28/2025	Cengage Learning Inc.	Books - Adult	32.99
108623	05/28/2025	Cengage Learning Inc.	Books - Adult	32.79

Check Number	Check Issue Date	Payee	Invoice GL Account Title	Amount
108623	05/28/2025	Cengage Learning Inc.	Books - Adult	30.39
108623	05/28/2025	Cengage Learning Inc.	Books - Adult	60.78
108623	05/28/2025	Cengage Learning Inc.	Books - Adult	26.39
108396	05/07/2025	Centaris	Contracted Services	417.00
108624	05/28/2025	Center Point Large Print	Books - Adult	87.41
108624	05/28/2025	Center Point Large Print	Books - Adult	28.67
108397	05/07/2025	Cintas Corp #729	Building Supplies	28.55
108397	05/07/2025	Cintas Corp #729	Building Supplies	28.55
108544	05/21/2025	Cintas Corp #729	Building Supplies	28.55
108544	05/21/2025	Cintas Corp #729	Building Supplies	28.55
108398	05/07/2025	City Treas. for Utility Bills	Public Utilities	2,448.70
108398	05/07/2025	City Treas. for Utility Bills	Public Utilities	289.90
108626	05/28/2025	Collaborative Summer Library Program	Programming - Children	138.45
108468	05/14/2025	Collias-Glaser, Hellene Kay	Contracted Services	780.00
108401	05/07/2025	Demco	Office/Library Supplies	133.19
108629	05/28/2025	Demco	Office/Library Supplies	103.09
108631	05/28/2025	DTE Energy	Heating Fuel	972.80
108631	05/28/2025	DTE Energy	Heating Fuel	302.83
108470	05/14/2025	Ducastel, Barbara	Contracted Services	240.00
108634	05/28/2025	Evans, Cory	Programming - Young Adult	350.00
108478	05/14/2025	Fisher, Amy	Contracted Services	300.00
108479	05/14/2025	Friendship Centers of Emmet County	Printing/Advertising/Postage	800.00
108555	05/21/2025	Friendship Centers of Emmet County	Community Outreach	200.00
108556	05/21/2025	Gale/Cengage Learning Inc.	Books - Adult	32.79
108556	05/21/2025	Gale/Cengage Learning Inc.	Books - Adult	36.99
108556	05/21/2025	Gale/Cengage Learning Inc.	Books - Adult	56.78
108556	05/21/2025	Gale/Cengage Learning Inc.	Books - Adult	30.39
108557	05/21/2025	GFL Environmental	Contracted Services	145.00
108560	05/21/2025	Goodrich, Lynnette M	Contracted Services	75.00
108482	05/14/2025	Hammond, Linda Lawless	Contracted Services	240.00
108483	05/14/2025	Hansen, Carol Margaret	Contracted Services	60.00
108485	05/14/2025	Himebauch, Kelly L	Contracted Services	390.00
108412	05/07/2025	Ingram Library Services	Books - Adult	2,502.76
108412	05/07/2025	Ingram Library Services	Books-Children's	1,180.26
108412	05/07/2025	Ingram Library Services	Books - Young Adult	341.55
108487	05/14/2025	Integrity Business Solutions	Office/Library Supplies	112.38
108487	05/14/2025	Integrity Business Solutions	Building Supplies	112.00
108569	05/21/2025	ISolved Benefit Services	Fringe Benefits	48.84
108489	05/14/2025	Jakeway, Patricia	Contracted Services	810.00
108490	05/14/2025	John E. Green Co.	Building Repair & Maintenance	752.00
108570	05/21/2025	Kendall Electric Inc.	Building Supplies	140.29
108572	05/21/2025	Lake Effect Restoration	Building Repair & Maintenance	349.00
108415	05/07/2025	LAKEVIEW CLEANING AND RESTORATION	Building Repair & Maintenance	6,286.77
108415	05/07/2025	LAKEVIEW CLEANING AND RESTORATION	Building Repair & Maintenance	4,784.50
108350	05/21/2025	Library Design Associates Inc.	Capital Outlay	670.00
108574	05/21/2025	Library Design Associates Inc.	Capital Outlay	670.00
108644	05/28/2025	McLean & Eakin Booksellers	Programming - Children	218.26
108646	05/28/2025	Metropolitan Life Insurance Company	Fringe Benefits	395.98
108495	05/14/2025	Meyer Ace Hardware	Building Supplies	32.01
108495	05/14/2025	Meyer Ace Hardware	Building Supplies	183.61
108495	05/14/2025	Meyer Ace Hardware	Building Supplies	25.19
108578	05/21/2025	Midwest Tape LLC	Electronic Materials	5,000.00
108499	05/14/2025	Mindel, Julie	Contracted Services	210.00
108500	05/14/2025	Mitchell Graphics Inc.	Printing/Advertising/Postage	3,000.00
108579	05/21/2025	Mitchell Graphics Inc.	Printing/Advertising/Postage	503.00
108579	05/21/2025	Mitchell Graphics Inc.	Printing/Advertising/Postage	878.00
108501	05/14/2025	Moffett, Nathaniel Brooks	Capital Outlay	71,563.66

Check Number	Check Issue Date	Payee	Invoice GL Account Title	Amount
108424	05/07/2025	Northern Gale Cleaning & Property Mgmt	Contracted Services	1,600.00
108581	05/21/2025	Northern Gale Cleaning & Property Mgmt	Contracted Services	1,200.00
108651	05/28/2025	OCLC Inc.	Miscellaneous	20.26
108682	05/30/2025	OneAmerica	Fringe Benefits	86.00
108507	05/14/2025	Peninsula Fiber Network LLC	Communications	89.10
108508	05/14/2025	Petersen, Elisabeth	Programming - Adult	230.00
108509	05/14/2025	Petoskey Regional Chamber	Community Outreach	35.00
108509	05/21/2025	Petoskey Regional Chamber	Community Outreach	35.00-
108587	05/21/2025	Priority Health	Fringe Benefits	8,466.88
108516	05/14/2025	Ray, Robin	Programming - Adult	231.41
108519	05/14/2025	Sadler, Rodney	Programming - Adult	300.00
108592	05/21/2025	Scholastic Inc.	Books-Children's	43.94
108521	05/14/2025	Sew Any Way LLC	Capital Outlay	1,431.00
108593	05/21/2025	Smith, Christine R.	Programming - Adult	190.00
108665	05/28/2025	State of Michigan-Dept of LARA	Equipment Repair & Maintenance	345.05
108665	05/28/2025	State of Michigan-Dept of LARA	Equipment Repair & Maintenance	75.00
108596	05/21/2025	Summit Fire Protection	Contracted Services	794.00
108524	05/14/2025	Swank Movie Licensing USA Inc.	Programming - Adult	566.00
108435	05/07/2025	T-Mobile	Communications	306.00
108602	05/21/2025	Trophy Case, The	Office/Library Supplies	63.00
108526	05/14/2025	Two Glass Gents Inc	Building Repair & Maintenance	900.00
108526	05/14/2025	Two Glass Gents Inc	Building Repair & Maintenance	2,100.00
108527	05/14/2025	Unique Management Services Inc.	Contracted Services	11.65
Grand Totals:				132,598.74

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
271-000-202.000	753.60	133,352.34-	132,598.74-
271-790-724.000	8,997.70	.00	8,997.70
271-790-751.000	579.03	.00	579.03
271-790-752.000	1,132.24	29.48-	1,102.76
271-790-760.000	3,304.54	.00	3,304.54
271-790-760.100	1,224.20	.00	1,224.20
271-790-760.200	341.55	.00	341.55
271-790-761.000	208.83	19.12-	189.71
271-790-761.100	99.75	.00	99.75
271-790-761.200	34.99	.00	34.99
271-790-762.000	5,000.00	.00	5,000.00
271-790-802.000	8,862.65	.00	8,862.65
271-790-850.000	599.16	.00	599.16
271-790-880.000	235.00	35.00-	200.00
271-790-905.000	5,181.00	.00	5,181.00
271-790-920.000	2,738.60	.00	2,738.60
271-790-924.000	1,275.63	.00	1,275.63
271-790-930.000	15,172.27	.00	15,172.27
271-790-931.000	420.05	.00	420.05
271-790-955.000	32.25	.00	32.25
271-790-958.000	424.24	.00	424.24
271-790-958.100	1,517.41	.00	1,517.41
271-790-958.200	839.57	.00	839.57
271-790-964.000	510.99	.00	510.99
271-790-970.000	73,664.66	670.00-	72,994.66

GL Account	Debit	Credit	Proof
271-790-986.000	956.03	.00	956.03
Grand Totals:	134,105.94	134,105.94-	.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 = 05/01/2025-05/31/2025

Check Number	Check Issue Date	Name	GL Account	Amount
108443	05/07/2025	Historical Native Trail Discoveries	271790760000	22.00
108531	05/14/2025	The Creative Company	271790760100	433.15
Grand Totals:				455.15

CITY OF PETOSKEY
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2025

FUND 271 - LIBRARY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
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OPERATING REVENUE						
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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	20.30	252,044.97	253,900.00	(1,855.03)	99.27
271-081-407.000	PROPERTY TAX - RESORT	.00	200,806.37	207,200.00	(6,393.63)	96.91
271-081-409.000	PROPERTY TAX - LITTLE TRAVERSE	6,826.39	165,273.38	166,400.00	(1,126.62)	99.32
271-081-411.000	PROPERTY TAX - SPRINGVALE	2,728.79	59,376.94	58,000.00	1,376.94	102.37
271-081-445.000	PENALTIES & INTEREST	.00	2,155.50	3,000.00	(844.50)	71.85
271-081-566.000	GRANTS	.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	2,620.87	2,620.87	6,500.00	(3,879.13)	40.32
271-081-687.000	PAID CARDS	455.00	1,770.00	3,000.00	(1,230.00)	59.00
271-081-692.000	COPIES	905.65	3,093.35	4,000.00	(906.65)	77.33
271-081-694.000	BOOK SALE	1,159.13	4,813.01	12,000.00	(7,186.99)	40.11
271-081-695.000	CONTRACTED WAGES	9,636.00	9,636.00	12,000.00	(2,364.00)	80.30
271-081-696.000	MERCHANDISE SALES	186.95	988.95	500.00	488.95	197.79
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TOTAL OPERATING REVENUE		24,539.08	758,362.70	1,883,900.00	(1,125,537.30)	40.25
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NON-OPERATING REVENUE						
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271-082-664.000	INTEREST INCOME	1,253.86	4,465.71	12,000.00	(7,534.29)	37.21
271-082-682.000	OTHER	334.53	2,006.67	4,000.00	(1,993.33)	50.17
271-082-684.000	BUILDING RENT	250.00	3,850.00	8,000.00	(4,150.00)	48.13
271-082-696.000	DONATIONS	637.15	5,401.10	40,000.00	(34,598.90)	13.50
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TOTAL NON-OPERATING REVENUE		2,475.54	15,723.48	64,000.00	(48,276.52)	24.57
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TOTAL FUND REVENUE		27,014.62	774,086.18	1,947,900.00	(1,173,813.82)	39.74
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CITY OF PETOSKEY
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2025

FUND 271 - LIBRARY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
	LIBRARY					
271-790-702.000	SALARIES & WAGES - FULL-TIME	56,253.20	202,813.36	498,500.00	295,686.64	40.68
271-790-704.000	SALARIES & WAGES - PART-TIME	27,157.81	98,422.02	264,100.00	165,677.98	37.27
271-790-724.000	FRINGE BENEFITS	22,629.41	101,935.21	236,400.00	134,464.79	43.12
271-790-751.000	OFFICE/LIBRARY SUPPLIES	579.03	4,533.86	10,000.00	5,466.14	45.34
271-790-752.000	BUILDING SUPPLIES	1,102.76	3,881.96	7,000.00	3,118.04	55.46
271-790-760.000	BOOKS - ADULT	3,373.94	14,431.41	45,000.00	30,568.59	32.07
271-790-760.100	BOOKS-CHILDREN'S	1,657.35	8,300.81	25,000.00	16,699.19	33.20
271-790-760.200	BOOKS - YOUNG ADULT	341.55	1,409.55	5,500.00	4,090.45	25.63
271-790-760.400	PERIODICALS	.00	263.00	9,000.00	8,737.00	2.92
271-790-761.000	AUDIO VISUAL - ADULT	340.05	2,538.04	11,000.00	8,461.96	23.07
271-790-761.100	AUDIO VISUAL - CHILDREN	99.75	393.89	1,500.00	1,106.11	26.26
271-790-761.200	AUDIO VISUAL - YOUNG ADULT	34.99	270.35	600.00	329.65	45.06
271-790-762.000	ELECTRONIC MATERIALS	5,031.98	36,188.77	51,500.00	15,311.23	70.27
271-790-762.100	DATA BASES	.00	1,625.20	7,000.00	5,374.80	23.22
271-790-801.000	PROFESSIONAL SERVICES	.00	1,929.67	3,000.00	1,070.33	64.32
271-790-802.000	CONTRACTED SERVICES	9,067.64	53,523.10	124,700.00	71,176.90	42.92
271-790-850.000	COMMUNICATIONS	599.16	2,688.01	8,100.00	5,411.99	33.19
271-790-880.000	COMMUNITY OUTREACH	235.00	832.00	3,000.00	2,168.00	27.73
271-790-885.000	DONATION EXPENSE	1.00	1.00	3,000.00	2,999.00	.03
271-790-887.000	BANK CHARGES	72.05	298.95	500.00	201.05	59.79
271-790-905.000	PRINTING/ADVERTISING/POSTAGE	6,275.57	16,284.93	45,000.00	28,715.07	36.19
271-790-912.000	TRAINING & TRAVEL	685.32	3,282.10	11,000.00	7,717.90	29.84
271-790-915.000	MEMBERSHIPS & DUES	.00	350.00	2,400.00	2,050.00	14.58
271-790-920.000	PUBLIC UTILITIES	2,738.60	10,868.48	32,000.00	21,131.52	33.96
271-790-924.000	HEATING FUEL	1,275.63	11,847.92	17,500.00	5,652.08	67.70
271-790-930.000	BUILDING REPAIR & MAINTENANCE	15,172.27	19,410.36	55,000.00	35,589.64	35.29
271-790-931.000	EQUIPMENT REPAIR & MAINTENANCE	420.05	837.39	10,400.00	9,562.61	8.05
271-790-937.000	INSURANCE & BONDS	.00	12,097.44	12,000.00	(97.44)	100.81
271-790-955.000	MISCELLANEOUS	82.08	1,621.54	3,000.00	1,378.46	54.05
271-790-958.000	PROGRAMMING - CHILDREN	461.34	3,503.73	8,500.00	4,996.27	41.22
271-790-958.100	PROGRAMMING - ADULT	1,585.93	4,778.54	15,000.00	10,221.46	31.86
271-790-958.200	PROGRAMMING - YOUNG ADULT	915.10	1,512.56	2,500.00	987.44	60.50
271-790-964.000	MAKERSPACE - EQUIP & SUPPLIES	789.99	1,382.08	3,500.00	2,117.92	39.49
271-790-970.000	CAPITAL OUTLAY	72,994.66	90,454.66	45,000.00	(45,454.66)	201.01
271-790-985.000	EQUIPMENT	.00	.00	5,000.00	5,000.00	.00
271-790-986.000	TECH. EQUIPMENT & SOFTWARE	2,687.23	2,672.51	32,500.00	29,827.49	8.22
271-790-995.000	ADMINISTRATIVE FEES	.00	.00	7,200.00	7,200.00	.00
	TOTAL LIBRARY	234,660.44	717,184.40	1,621,900.00	904,715.60	44.22

CITY OF PETOSKEY
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING MAY 31, 2025

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	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	234,660.44	723,221.10	1,889,300.00	1,166,078.90	38.28
	NET REVENUES OVER EXPENDITURES	(207,645.82)	50,865.08	58,600.00	(7,734.92)	86.80

CITY OF PETOSKEY

BALANCE SHEET
MAY 31, 2025

FUND 271 - LIBRARY FUND

ASSETS

271-000-001.000	CASH	31,146.80	
271-000-001.700	CASH - FIFTH THIRD LIBRARY	491,485.19	
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		530,407.83

LIABILITIES AND EQUITY

LIABILITIES

271-040-253.000	ACCRUED INTEREST	3,018.00	
271-040-261.000	ACCRUED PAID TIME OFF	15,433.26	
271-040-292.001	DEFERRED G/L ON REFUNDING	3,640.00	
	TOTAL LIABILITIES		22,091.26

FUND EQUITY

271-000-390.000	FUND BALANCE	184,451.49	
271-000-395.000	FUND BALANCE - RESERVED	273,000.00	
	REVENUE OVER EXPENDITURES - YTD	50,865.08	
	TOTAL FUND EQUITY		508,316.57
	TOTAL LIABILITIES AND EQUITY		530,407.83

Petoskey District Library

Director's Report: June 2025

Strategic Planning

- A personnel committee is working on a review of staff wages and will have a report at the July meeting.
- We completed a three-week study of patron building usage. I am currently analyzing the information and hope to have a report soon.
- I attended the annual MLA Board meeting. MLA Executive Director retired and we have an interim in place, Dillon Geshel (previously director at the Superiorland Coop). I will be on the hiring committee for the new permanent person. Hiring process will begin in the fall and hopefully complete in winter.

Val's Update:

- All staff has been tasked with taking at least one course from either Niche Academy or WebJunction by December 1. Both of these training sites most likely will be discontinued when federal funding is revoked from the State Library. We wanted to take advantage of the offerings prior to that occurring. We will evaluate how this goes and possibly continue throughout next year.
- Kim and I met with Denny Keiser and Joe Hoffman from Bear Creek Township. They had no pressing questions for us and seem to be satisfied with current library services. I will be presenting my annual report and Strategic Plan at their July 2 meeting.
- Most of the governmental meetings where I present on the Annual Report and the Strategic Plan, have been completed. Bear Creek, July 2, 7pm, is the last.
- Secretary of State hosted a mobile office here at the library on the 18th. The mobile office provides the same services as the brick and mortar office. Even with short notice of this happening, we still served nineteen people. We have booked another mobile office for September 3rd.

Children's Department

- Summer Reading Kickoff was a huge success. With all the characters on premise, the ice cream truck, and lawn games, all 306 attendees had a wonderful time. Thanks to the Friends for providing free books to our participants.
- We are contracting with a summer intern to provide our evening Story Time and host a sensory Story Time series in July.

Facility

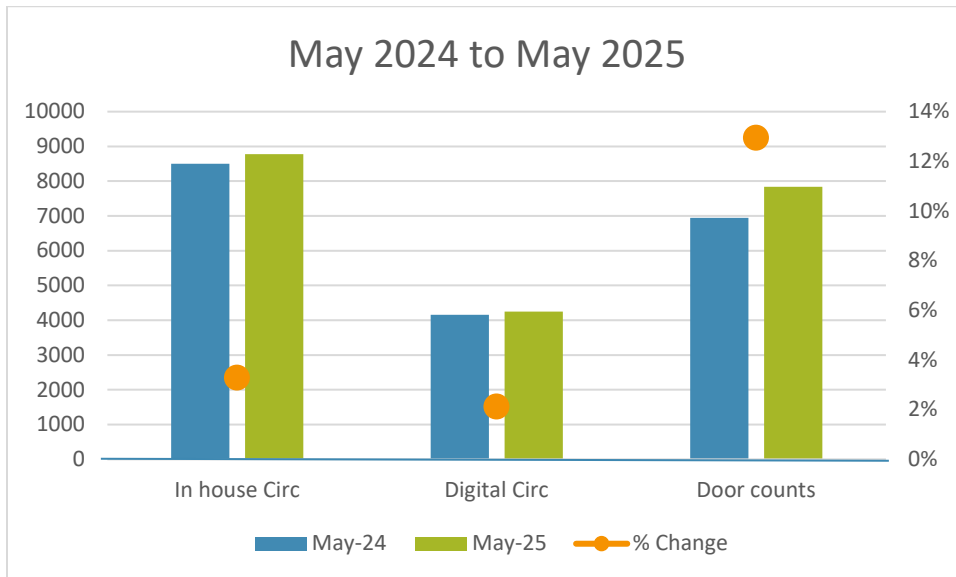
Roof project is now complete. We did find another water issue affecting the lower level offices though. There is a ground level "connector" room (we think was an old doorway) between our building and ATT. The roof of the building had clogged gutters and unsealed seams, and rain water would be diverted onto our building. There is also a ground drain outside that was also totally clogged. Those issues were all taken care of and seems to have alleviated most of the wetness in our office space. After a thorough review of that side of the building, it seems as if it

needs some repair work. The ground seam between the concrete and the wall is failing and we should repair it.

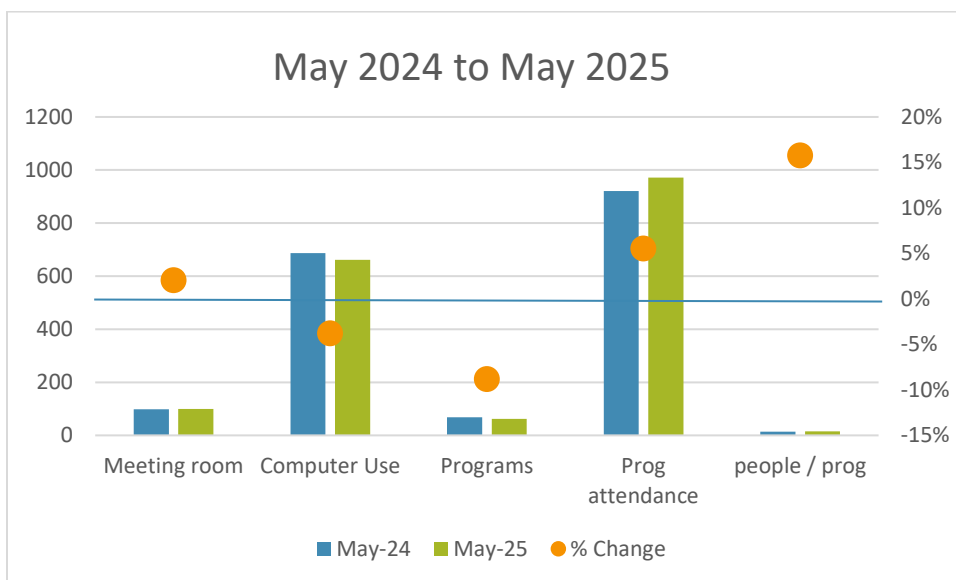
We have contacted Tyler from GCS who suggested we contact the mason directly. We are waiting for a return phone call.

Statistics

Circulation was up this past month – for both in house and digital.



The number of programs were down this month (partly due to canceling outdoor programs because of roofers.), but the number of people per program went up, so more people attended less programs!



Attachments include updated board roster.

LIBRARY BOARD MEMBERS

June 2025

Kim Block, President *(voted 1/25)*

(Jan 31, 2029)

502 Grove St.

Petoskey, MI 49770

231.881.5641 (M)

kimberlyglennblock@gmail.com

Trevor Nelson, Treasurer *(voted 1/25)*

(Jan 31, 2027)

528 Wachtel Ave

Petoskey MI 49770

231.730.0511

trevorn7@gmail.com

Ann Ingles, Secretary *(voted 1/25)*

(Jan. 31, 2027)

1305 Waukazoo Ave.

Petoskey, MI 49770

231.347.4425 (H)

abingles@hotmail.com

Laura Dinon, Secretary *(voted 1/25)*

(Jan 31, 2029)

427 Kalamazoo St

Petoskey, MI 49770

231-838-1532

dinonld@sbcglobal.net

Amy Janssens, Vice-President *(voted 1/25)*

(Jan 31, 2029)

1021 E Mitchell

Petoskey, MI 49770

231.758.4898 (M)

amy.d.janssens@gmail.com

Moira Donahoe, Student Trustee

(May 31, 2026)

1125 Klondike Ave

Petoskey MI 49770

231.758.6800

moiraslays@gmail.com

LIBRARY DIRECTOR:

Valerie Meyerson

802 Baxter St

Petoskey, MI 49770

231-758-3120 (office)

231-881-7676 (M)

vmeyerson@petoskeylibrary.org

Petoskey District Library

500 E. Mitchell St.

Petoskey MI 49770

231.758.3100

www.petoskeylibrary.org

General Use Policy

Approved: April 22, 2021
Updated: April 24, 2025



Library Usage: It is the policy of the Petoskey District Library (PDL) Board of Trustees to have the Library open to all for general use and for participating in programs, events, or classes, in accordance with the following guidelines:

Circulation of materials: is limited to Library card holders, including PDL resident and non-resident cards. PDL participates in the PAC2 Consortium and accepts all PAC2 library cards, including: Boyne, Boyne Falls, Walloon Village, Charlevoix, Cheboygan, Presque Isle County, Alcona County, Montmorency County, Mackinaw, Bliss Twp., Pellston, and Tahquamenon Area Public Libraries.

Commented [JH1]: We break apart the Mackinaw branches, but not PI, Mont, or Alcona. Hmm!

If a patron is blocked or barred from using their library card, they are not allowed privileges as an authorized user on any other cards.

PDL also has reciprocal borrowing agreements and accepts library cards from any of the following libraries: Beaver Island District Library, Elk Rapids District Library, Fife Lake Library, Indian River Area Library, Kalkaska County Library, Oscoda County Library, Otsego County Libraries, Suttons Bay-Bingham District Library, Traverse Area District Library, and Wolverine Community Library. Cardholders from these libraries must present proof of address and their library card at the circulation desk in order to register.

Library of Things may only be lent to Petoskey library card holders (8615 cards) [who are at least 18 years old.](#)

Resident Cards:

- The Petoskey District Library offers borrowing privileges to all residents and property owners within the City of Petoskey, and the townships of Bear Creek, Little Traverse, Resort, and Springvale, known as the Library's "district".
- For patrons 13 years and older, the patron must provide identification to show proof of residency within the district.
- For patrons twelve years of age and under, a parent or legal guardian must show proof of residency within the district and sign the minor's Library card application. If the parent or legal guardian has their own Petoskey District Library card, said card must be in good standing (not barred or blocked) in order to sign for a minor's card.
- Library district resident cards expire after four years from the issue date. At that time, contact information will be confirmed and if still eligible, the card renewed for another four-year period.
- Temporary one-month privilege is granted for residents who do not have sufficient proof of address available during registration (3 items at a time checkout limit, Library of Things and Hotspots are ineligible). After proof of address is given the privilege will be updated.

General Use Policy

Approved: April 22, 2021
Updated: April 24, 2025



Non-resident Cards:

- EDU Card: Students who attend school within the City of Petoskey or the townships of Bear Creek, Little Traverse, Resort, or Springvale will be offered a one year, non-resident card at no charge.
 - Students 13 and older must visit the Library and show proof of address and proof of matriculation.
 - Students twelve and under must visit the Library with a parent or guardian who must show proof of address and proof of matriculation.
 - EDU Cards are active for one year.
 - To renew an EDU card, the student should bring in current proof of matriculation to update the card for another school year.
 - EDU cards can [also](#) be issued and renewed [for Petoskey High School students](#) at Petoskey High School with assistance from the PHS Media Aide.
- EMPL Card: People employed by a company/organization that is within the City of Petoskey or the townships of Bear Creek, Little Traverse, Resort, or Springvale, will be offered a one year, non-resident card at no charge, unless eligible for a PAC2 Consortium or reciprocal library card.
 - The patron must visit the Library and show proof of address and proof of employment with a current (within the past month) pay-check stub.
 - EMPL Cards expire one year from issue date.
 - To renew an EMPL Card, the patron must visit the Library and bring proof of continued employment in the district with a current (within the past month) pay-check stub.
- NonRes Card: If a patron would like borrowing privileges but does not meet the criteria above, a non-resident card may be purchased.
 - A yearly card is available for \$ 95.00; a six-month card is available for \$50; and a 3-month card is available for \$25.00.
 - NonRes cards will expire either one year, six months, or three months from issue date, depending on the card purchased.
 - To renew a NonRes Card, the patron must update contact information and pay the Library card fee either in person or over the phone.

Loan Policies:

- Books, Audio Books, and CDs – three weeks
- New fiction books – two weeks
- Lucky Day Books – one week, no renewals, no holds
- DVDs – one week
- Magazines (except current issue which does not circulate) – three weeks
- Kindle e-Readers – three weeks
- Wi-Fi Hotspots – two weeks
- Library of Things – 1 week
- Digital library items – varies by service

General Use Policy

Approved: April 22, 2021
Updated: April 24, 2025



Renewals:

Most items may be renewed unless there is a waiting list for the item. Renewals may be done using the PAC2 app, at the main desk, by phone, or online through our online catalog. Items [without a waiting list](#) may be renewed up to two times. Lucky Day books may not be renewed.

Reserves/Holds:

Reserves/holds can be placed on any circulating item in the catalog, except for Lucky Day Books. Reserves may be placed using the PAC2 app, at an information desk, by phone, or online through our catalog. When the item becomes available, the patron will be notified via email, text, or phone.

Overdues:

A ~~courtesy~~ overdue notice will be sent [by email or text](#) after two weeks; a second notice ~~or call~~ will be [emailed or texted](#) after four weeks; at eight weeks overdue, the patron will be charged replacement cost for the item. After ten weeks, if items have not been returned, the patron information may be sent to Unique Management Systems (UMS) for collections. Please see the Long Overdue Policy for more details.

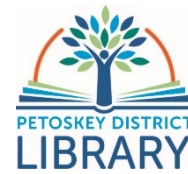
Fees:

- Damaged or lost items: Replacement cost, plus a \$5.00 processing fee. Replacement cost will be refunded with return of un-damaged item, up to three months after payment
- Photocopies and computer printing: B & W – 10 cents/page; Color – 25 cents/page
- 3D Prints: \$1.00 per print, plus 5 cents/gram over 10 grams of weight
- Lamination: 25cents for 8 ½ x 11; 40cents for 11 x 17; 10cents for business card size
- Photo prints in the Makerspace: 50 cents / print
- Buttons from the Makerspace: the first ten buttons are free, and then each button over that is 10 cents per button.
- Fax service: outgoing, no charge; incoming – 10 cents per page.
- Notary Service: no charge
- Book sale: Prices posted
- Non-resident Library Card: \$95.00/year, \$50.00/six months, or \$25.00/quarter.
- Meeting Room fee for those that meet the fee criteria: \$25.00/use
- Labyrinth fee for those that meet the fee criteria: \$25.00/use
- Overdue fines will only be assessed on Library equipment and items in the Library of Things collection. Equipment and Library of Things items will be assessed overdue fines in the amount of \$5.00 per day late fee after their stated grace period.
- Library merchandise – prices will be posted

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

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

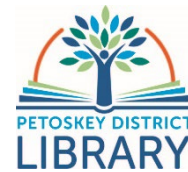
1. At two weeks late, a system generated courtesy notice #1 will be ~~mailed~~, emailed, or text, ~~depending on patron stated preference. to patrons who have provided an email address or text phone number.~~
2. At four weeks late, a system generated courtesy notice #2 will be ~~mailed or~~ emailed or text, ~~depending on patron stated preference. to patrons who have provided an email address or text phone number.~~
- ~~2.3.~~ The Library does not make phone call reminders or send courtesy notices by regular mail.
- ~~3.4.~~ At eight weeks late, items are moved into an “assumed lost” status which charges the patron record the cost of the item and a \$5.00 processing fee. A system generated bill notice is then mailed to the patron. Return the items and all bills will be removed.
- ~~4.5.~~ At approximately nine weeks overdue, patrons will receive a phone call from library staff, urging them to return the items or discuss a payment plan with staff.
- ~~5.6.~~ At ten weeks overdue, if there is \$75 owed in assumed lost items, with at least one item overdue, patron will be sent to the library’s collection agency, Unique Management System. A \$13 referral fee will be added to the patron’s account at this time. If items are returned, all bills associated with that item except the \$13 referral fee, will be removed.



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

General Meeting Room Principles:

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



Library Guidelines:

- The Library has a classroom (capacity of 50) and two meeting rooms (capacity of 10 and 8), Meeting Booth (capacity of 2), as well as the outdoor Labyrinth for use by the public.
- Classroom and meeting rooms are available during the Library's open hours.
- ~~There is a laptop and projector available for use, and will be made available if requested in the reservation. There are white boards and tack boards available for display during meetings. There is a Smartboard available in the Classroom.~~
- Laptops are available for use within the Library meeting rooms (not the Carnegie) by library cardholders. Non-Library cardholders may use a mobile laptop once the patron provides a photo ID. Library programs and meetings have first priority for laptop use.
- Pandemic Limitations: during a pandemic, Level 1.5 or higher in the Library Re-opening Procedures, masks and social distancing requirements will be adhered to at all times. The library classroom has a capacity of 12 and the large conference room has a capacity of 4. The small conference room ~~is unavailable~~ has a capacity of 2. Meeting Booth has a capacity of 1.

Carnegie Building Guidelines

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

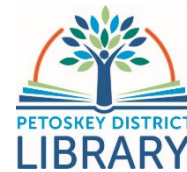
User group's responsibility:

- Groups using any space in the Carnegie Building, Library or on Library grounds must abide by the Library's non-discrimination policy and meet American's with Disabilities Act requirements.
- Publicity related to events held in Library meeting rooms must include the statement "This program is neither sponsored, nor endorsed by the Petoskey District Library."
- Room users are responsible for their own room set-up and clean-up. can rearrange furniture in the classroom. The ~~large and small meeting conference~~ rooms do not have flexible set-up options.
- Groups are responsible for maintaining order and are liable for any damage to Library property. All Library policies must be adhered to including, but not limited to, the Library Code of Conduct.
- Users may post on the Library provided white boards/tack boards, and any such display must be removed at the close of the event. Tacking or writing on inappropriate surfaces (painted walls, ceilings, doors) is deemed a violation of this policy.

Meeting Room Policy

Approved: September 24, 2020

Updated: October 24, 2024



- Room users are responsible for the condition of the room, including equipment and furnishings. Users must clean the room, put the furniture back the way they found it and discard all trash.
- Neither the name nor the address of the Petoskey District Library may be used as the official address or headquarters of any organization, group or individual. Publication of misleading notices and advertisements will be considered a violation of these rules.
- Groups requesting meeting facilities for a series of meetings must submit, in writing, a list of specific dates and times. Library meeting room reservations are approved by Library Staff no earlier than 3 months in advance. Carnegie reservations may be approved up to six months in advance. The Library reserves the right to limit the number of reservations by any organization so that all groups may have a fair opportunity to use the meeting rooms. If a reoccurring reservation is not used two times consecutively, all remaining reservations may be canceled.
- Cancellations should be made with at least three days' notice or room users may lose their reservation privileges.
- Persons, organizations, groups, or businesses agree to hold the Petoskey District Library harmless from any injury, loss, damage, liability, costs, or expense that may arise during, or be caused by, use of the Library facilities or grounds.

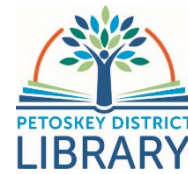
Meeting Room Fees:

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

Meeting Room Policy

Approved: September 24, 2020

Updated: October 24, 2024



reserve a room for every three hours. Tutor is defined as a person employed and paid to instruct a student.

- Non-residents may use a Library meeting room for no fee, on a walk-in basis, as long as Fee Criteria #2 & #3 are false.

Definitions:

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



Solicitation and Petitioning Policy

Approved: January 25, 2024

It is the policy of the Petoskey District Library (PDL) to provide a safe and welcoming environment and to assure that patrons are able to use Library services and resources free of interference and disruption. As a limited public forum, the Library strives to support their patrons by making reasonable rules regarding the use of the Library buildings and property. The public sidewalks around the Library property are considered a traditional public forum, and thus protected by the First Amendment of the Constitution of the United States. Meeting rooms, when booked for non-library meetings/events, are considered a private space, and thus not regulated by the rules below.

Definitions:

Library – refers to the main Library, located at 500 E. Mitchell St, as well as the Carnegie Building, located at 451 E. Mitchell St, including library grounds around each building.

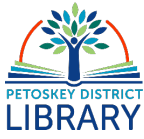
Petitioning and Passing out Information – this refers to and includes campaigning, petitioning, interviewing, survey-taking, pamphleteering, peddling, canvassing, and/or soliciting.

Petitioning / Passing out information

1. Petitioning and passing out information is prohibited inside and on the grounds of the Library. this excludes private use of library meeting rooms.
2. Persons circulating petitions for signatures or passing out informational brochures, leaflets, or other types of information may do so on the public sidewalks around the building, as long as they are not within thirty (30) feet of any entrance of either building.
3. Persons circulating or distributing shall not block, hinder, interfere, or otherwise impede patrons or staff wishing to enter or exit Library buildings or to use book drops, nor seek to intimidate patrons or staff into signing or accepting information.
4. Persons circulating or distributing shall not erect tables, chairs or signs on Library property or public sidewalks.
5. Persons wishing to circulate petitions or hand out information shall inform the Library staff at the main desk of their intent. Each individual shall provide name, address, and a copy of the petition and/or information to be handed out.
6. Campaign material may not be posted at the Library or left on Library property.
7. The Library staff are exempt from the above constraints in promoting Library activities, and issues.

Panhandling, sales, fundraising

1. The Library does not allow panhandling or the sale or promotion of goods, services, or fundraising events in the public areas of the Library building, or on the grounds. For the purpose of this policy, Meeting Rooms that are reserved are not considered public areas.
2. The only promotion and/or selling of products permitted in public areas of the Library are Library or Friends of the Petoskey Public Library sponsored activities.
3. Persons who fail to comply with the above procedures will be asked to leave the Library premises.



Solicitation and Petitioning Policy

Approved: January 25, 2024

4. The Library staff are exempt from the above constraints for their annual local partnership campaign. The Library will not assume responsibility for any harm or injury suffered by persons circulating petitions or distributing leaflets, or by those who are signing a petition.

The presence of persons circulating petitions for signatures or distributing leaflets outside the Library facility does not constitute the Library's endorsement of said petition or leaflet, nor does it constitute the Library's endorsement of the policies, beliefs, or political affiliations of any person or group circulating petitions or information.