

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

Thursday, September 4, 2025, 5:00 p.m.

**Call to order**

**Agenda**

**Public Comments:**

**Approval of Minutes:** July 24, 2025

**Approval of Bills:** July 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. 2026 Draft Budget review
2. Director mid-year goals review
3. Personnel Handbook: Updated

**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**  
**July 24, 2025**

The meeting was called to order at 5:00 pm by President Kim Block in the fireplace room at the Carnegie Building.

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

**Agenda:** The agenda was approved by unanimous consent.

**Public Comment:** None

**Approval of Minutes:** The minutes of the regular meeting of June 26, 2025 were approved by unanimous consent.

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

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

**Reports:**

- Friends of the Library - There was no FOPPL representative present due to the book sale being in progress.
- Comments/questions from Township Representatives - Garrett Muir was present, representing Bear Creek Township, but had no comments.
- Director's Report - Val had provided a written report. She stated that she is focused on keeping the strategic planning moving forward. Val reported that there have been two additional leak issues in the building, and she will be filing an insurance claim. The city received a grant to evaluate the Carnegie building and windows and will possibly be able to improve the condition of some of the windows. Kim asked if some windows are replaced will we

have to replace others to match. Val stated that the goal is to seal the windows and maintain historic integrity and that the city is taking responsibility for the cost.

**Board Members' Comments** - Ann stated that she especially appreciated Megan's report on the U.P. History Conference and was happy someone was able to attend. Amy expressed her gratitude for Steve's passion for his job and getting things accomplished.

**Unfinished Business:** There was no unfinished business.

**New Business:** Kim requested the agreement of Board members to discuss all six items listed as New Business at the same time since they all have to do with money and the budget and are interconnected. All Board members agreed verbally to that process. Discussion. Concerns included not having enough money in the near future to complete a list of building improvements suggested in the OHM Facility Assessment Report from May 2022 or funding to refresh the decor and update some areas of the building. Val reminded everyone that money for improvements would come out of the capital fund and that when the building bond is paid off in 2028 there will be more money in the capital fund, plus the opportunity to sell new bonds. She stated that she is still working on the strategic plan for the building.

1. New Job Description

\*Laura moved and Trevor seconded to approve the proposal to create an Assistant Director position at the library. Motion carried unanimously.

2. Longevity Pay Proposal

\*Ann moved and Laura seconded to approve the proposal to update staff longevity payments as presented. Motion carried unanimously.

3. Wage Scale Proposal

\*Laura moved and Kim seconded to approve the new 3-year wage scale for the years 2026, 2027, and 2028 as proposed. Motion carried unanimously.

4. Wellness Committee Recommendations

\*Trevor moved and Laura seconded to approve the recommendations from the Wellness Committee as presented. These recommendations stem from the Strategic Plan Priority 3: Care of Staff. Motion carried unanimously.

5. Further Discussion of 2026 Budget

No action was taken at this meeting.

6. 2025 Budget Amendment Discussion

\*Amy moved and Trevor seconded to amend the 2025 budget as requested to include \$30,000 of revenue from grants received and \$155,000 in capital outlay expenditure for the new roof. Motion carried unanimously.

**Public Comments:** There were no public comments.

**Adjournment:** The meeting was adjourned at 6:12 PM.

Board members then had a brief tour of the Carnegie building.

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
109072	07/09/2025	Amazon Capital Services	Office/Library Supplies	15.15
109072	07/09/2025	Amazon Capital Services	Books - Adult	162.01
109072	07/09/2025	Amazon Capital Services	Audio Visual - Adult	30.00
109072	07/09/2025	Amazon Capital Services	Office/Library Supplies	15.00
109072	07/09/2025	Amazon Capital Services	Office/Library Supplies	19.98
109072	07/09/2025	Amazon Capital Services	Makerspace - Equip & Supplies	194.35
109072	07/09/2025	Amazon Capital Services	Makerspace - Equip & Supplies	25.50
109072	07/09/2025	Amazon Capital Services	Books - Adult	29.78
109072	07/09/2025	Amazon Capital Services	Office/Library Supplies	7.99
109072	07/09/2025	Amazon Capital Services	Books - Adult	178.81
109072	07/09/2025	Amazon Capital Services	Books - Young Adult	11.22
109072	07/09/2025	Amazon Capital Services	Programming - Young Adult	25.20
109072	07/09/2025	Amazon Capital Services	Programming - Young Adult	62.07
109072	07/09/2025	Amazon Capital Services	Programming - Children	48.63
109072	07/09/2025	Amazon Capital Services	Office/Library Supplies	21.59
108970	07/02/2025	AT&T	Communications	204.06
109231	07/23/2025	AT&T	Communications	199.34
108971	07/02/2025	Atchison Paper & Supply	Office/Library Supplies	85.40
109295	07/30/2025	Atchison Paper & Supply	Building Supplies	428.85
109075	07/09/2025	Baker & Taylor	Books - Adult	21.08
109075	07/09/2025	Baker & Taylor	Books - Adult	21.08
109075	07/09/2025	Baker & Taylor	Books - Adult	59.52
109075	07/09/2025	Baker & Taylor	Books - Adult	38.36
109075	07/09/2025	Baker & Taylor	Books - Adult	39.68
109296	07/30/2025	Baker & Taylor	Books - Adult	55.10
109299	07/30/2025	Bendzinski & Co.	Paying Agent Fees	250.00
109304	07/30/2025	Cengage Learning Inc.	Books - Adult	73.98
109083	07/09/2025	Centaris	Contracted Services	414.00
108981	07/02/2025	Center Point Large Print	Books - Adult	41.98
109165	07/16/2025	Center Point Large Print	Books - Adult	85.31
109165	07/16/2025	Center Point Large Print	Books - Adult	30.73
109084	07/09/2025	Cintas Corp #729	Building Supplies	29.36
109084	07/09/2025	Cintas Corp #729	Building Supplies	29.36
109084	07/09/2025	Cintas Corp #729	Building Supplies	29.36
109084	07/09/2025	Cintas Corp #729	Building Supplies	29.36
108982	07/02/2025	City Treas. for Utility Bills	Public Utilities	2,669.72
108982	07/02/2025	City Treas. for Utility Bills	Public Utilities	393.75
104456	07/23/2025	CROOKED TREE DISTRICT LIBRARY	Miscellaneous	26.99-
109243	07/23/2025	Crooked Tree District Library	Miscellaneous	26.99
108986	07/02/2025	Dennis Gartland & Niergarth	Professional Services	90.30
109087	07/09/2025	DTE Energy	Heating Fuel	480.37
109087	07/09/2025	DTE Energy	Heating Fuel	101.54
109308	07/30/2025	DTE Energy	Heating Fuel	204.01
109308	07/30/2025	DTE Energy	Heating Fuel	27.16
109173	07/16/2025	Elevate Technology Partners LLC	Contracted Services	3,560.00
109093	07/09/2025	First Presbyterian Church of Petoskey	Contracted Services	2,750.00
109177	07/16/2025	GFL Environmental	Contracted Services	145.00
109095	07/09/2025	Goedge, Megan	Training & Travel	487.20
109103	07/09/2025	Ingram Library Services	Books - Adult	1,794.04
109103	07/09/2025	Ingram Library Services	Books-Children's	1,469.73
109103	07/09/2025	Ingram Library Services	Books - Young Adult	495.82
109183	07/16/2025	John E. Green Co.	Building Repair & Maintenance	1,373.00

Check Number	Check Issue Date	Payee	Invoice GL Account Title	Amount
109186	07/16/2025	Lakeshore Learning	Programming - Children	13.82
109024	07/02/2025	Magazine Subscription Service Agency	Periodicals	5,010.35
109259	07/23/2025	McGrath, James Edward	Programming - Children	315.00
109260	07/23/2025	Metropolitan Life Insurance Company	Fringe Benefits	318.46
109026	07/02/2025	Meyer Ace Hardware	Building Supplies	49.47
109026	07/02/2025	Meyer Ace Hardware	Building Supplies	32.38
109026	07/02/2025	Meyer Ace Hardware	Building Supplies	6.29
109190	07/16/2025	Meyer Ace Hardware	Building Supplies	29.94
109190	07/16/2025	Meyer Ace Hardware	Building Supplies	50.37
109190	07/16/2025	Meyer Ace Hardware	Building Supplies	37.77
109193	07/16/2025	Michigan State University	Programming - Adult	200.00
109263	07/23/2025	Midwest Tape LLC	Audio Visual - Adult	249.95
109263	07/23/2025	Midwest Tape LLC	Audio Visual - Adult	395.65
109263	07/23/2025	Midwest Tape LLC	Audio Visual - Adult	183.96
109030	07/02/2025	Moffett, Nathaniel Brooks	Capital Outlay	80,536.37
109035	07/02/2025	Northern Gale Cleaning & Property Mgmt	Contracted Services	1,500.00
109035	07/02/2025	Northern Gale Cleaning & Property Mgmt	Building Supplies	43.42
109197	07/16/2025	Northern Gale Cleaning & Property Mgmt	Contracted Services	1,500.00
109335	07/30/2025	Northern Gale Cleaning & Property Mgmt	Contracted Services	1,050.00
109337	07/30/2025	OCLC Inc.	Contracted Services	620.72
109266	07/23/2025	OneAmerica	Fringe Benefits	86.00
109199	07/16/2025	Peninsula Fiber Network LLC	Contracted Services	89.10
109123	07/09/2025	Petoskey Regional Chamber	Community Outreach	35.00
109271	07/23/2025	Priority Health	Fringe Benefits	8,466.88
109273	07/23/2025	Quadient Inc.	Office/Library Supplies	2.40
109339	07/30/2025	Quadient Inc.	Office/Library Supplies	40.00
109342	07/30/2025	Rotary Club of Petoskey-Sunrise	Community Outreach	300.00
109208	07/16/2025	SEPI Marketing	Printing/Advertising/Postage	539.00
109282	07/23/2025	State of Michigan-Dept of LARA	Equipment Repair & Maintenance	319.30
109136	07/09/2025	T-Mobile	Communications	276.25
109137	07/09/2025	Traverse City Record- Eagle	Periodicals	352.83
109356	07/30/2025	Trophy Case, The	Office/Library Supplies	18.00
109216	07/16/2025	Unique Management Services Inc.	Contracted Services	58.25
109220	07/16/2025	Value Line Publishing LLC	Data Bases	3,275.00
109359	07/30/2025	Van's Business Machines	Equipment Repair & Maintenance	160.14
Grand Totals:				125,216.90

## Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
271-000-202.000	26.99	125,243.89-	125,216.90-
271-790-724.000	8,871.34	.00	8,871.34
271-790-751.000	225.51	.00	225.51
271-790-752.000	795.93	.00	795.93
271-790-760.000	2,631.46	.00	2,631.46
271-790-760.100	1,469.73	.00	1,469.73
271-790-760.200	507.04	.00	507.04
271-790-760.400	5,363.18	.00	5,363.18
271-790-761.000	859.56	.00	859.56
271-790-762.100	3,275.00	.00	3,275.00
271-790-801.000	90.30	.00	90.30
271-790-802.000	11,687.07	.00	11,687.07
271-790-850.000	679.65	.00	679.65

GL Account	Debit	Credit	Proof
271-790-880.000	335.00	.00	335.00
271-790-905.000	539.00	.00	539.00
271-790-912.000	487.20	.00	487.20
271-790-920.000	3,063.47	.00	3,063.47
271-790-924.000	813.08	.00	813.08
271-790-930.000	1,373.00	.00	1,373.00
271-790-931.000	479.44	.00	479.44
271-790-955.000	26.99	26.99-	.00
271-790-958.000	377.45	.00	377.45
271-790-958.100	200.00	.00	200.00
271-790-958.200	87.27	.00	87.27
271-790-964.000	219.85	.00	219.85
271-790-970.000	80,536.37	.00	80,536.37
271-792-993.000	250.00	.00	250.00
Grand Totals:	125,270.88	125,270.88-	.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 = 07/01/2025-07/31/2025

Check Number	Check Issue Date	Name	GL Account	Amount
109067	07/02/2025	Losinger, Willard	271790760000	20.00
109224	07/16/2025	Elk Rapids District Library	271790955000	33.00
109225	07/16/2025	Lenox Township Library	271790955000	12.99
109227	07/16/2025	St. Clair Shores Public Library	271790955000	16.00
Grand Totals:				81.99

**CITY OF PETOSKEY**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 31, 2025**

**FUND 271 - LIBRARY FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>OPERATING REVENUE</u>					
271-081-402.000 STATE AID	9,572.46	18,903.82	18,500.00	403.82	102.18
271-081-403.000 CURRENT PROPERTY TAX	1,051,457.27	1,051,457.27	1,056,100.00	( 4,642.73)	99.56
271-081-405.000 PROPERTY TAX - BEAR CREEK	941.76	253,017.18	253,900.00	( 882.82)	99.65
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	90.64	165,364.02	166,400.00	( 1,035.98)	99.38
271-081-411.000 PROPERTY TAX - SPRINGVALE	.00	59,376.94	58,000.00	1,376.94	102.37
271-081-432.000 CURRENT PROPERTY TAX - PILOT	3,577.34	3,577.34	.00	3,577.34	.00
271-081-445.000 PENALTIES & INTEREST	.00	2,155.50	3,000.00	( 844.50)	71.85
271-081-566.000 GRANTS	23,280.00	69,732.00	52,800.00	16,932.00	132.07
271-081-657.000 PENAL FINES	86,330.64	86,330.64	60,000.00	26,330.64	143.88
271-081-658.000 REIMBURSEMENTS	.00	3,740.61	6,500.00	( 2,759.39)	57.55
271-081-687.000 PAID CARDS	700.00	2,855.00	3,000.00	( 145.00)	95.17
271-081-692.000 COPIES	396.80	3,726.25	4,000.00	( 273.75)	93.16
271-081-694.000 BOOK SALE	1,856.30	8,262.15	12,000.00	( 3,737.85)	68.85
271-081-695.000 CONTRACTED WAGES	.00	9,636.00	12,000.00	( 2,364.00)	80.30
271-081-696.000 MERCHANDISE SALES	297.50	1,489.45	500.00	989.45	297.89
TOTAL OPERATING REVENUE	1,178,500.71	1,940,430.54	1,913,900.00	26,530.54	101.39
<u>NON-OPERATING REVENUE</u>					
271-082-664.000 INTEREST INCOME	694.31	6,203.06	12,000.00	( 5,796.94)	51.69
271-082-682.000 OTHER	526.81	3,387.38	4,000.00	( 612.62)	84.68
271-082-684.000 BUILDING RENT	725.00	6,637.50	8,000.00	( 1,362.50)	82.97
271-082-696.000 DONATIONS	1,252.70	8,125.20	40,000.00	( 31,874.80)	20.31
TOTAL NON-OPERATING REVENUE	3,198.82	24,353.14	64,000.00	( 39,646.86)	38.05
TOTAL FUND REVENUE	1,181,699.53	1,964,783.68	1,977,900.00	( 13,116.32)	99.34

**CITY OF PETOSKEY**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 31, 2025**

**FUND 271 - LIBRARY FUND**

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
	<u>LIBRARY</u>					
271-790-702.000	SALARIES & WAGES - FULL-TIME	37,574.02	277,961.38	498,500.00	220,538.62	55.76
271-790-704.000	SALARIES & WAGES - PART-TIME	17,094.68	133,817.69	264,100.00	130,282.31	50.67
271-790-724.000	FRINGE BENEFITS	19,777.65	144,494.69	236,400.00	91,905.31	61.12
271-790-751.000	OFFICE/LIBRARY SUPPLIES	542.45	5,517.75	10,000.00	4,482.25	55.18
271-790-752.000	BUILDING SUPPLIES	795.93	5,571.38	7,000.00	1,428.62	79.59
271-790-760.000	BOOKS - ADULT	2,651.46	19,663.26	45,000.00	25,336.74	43.70
271-790-760.100	BOOKS-CHILDREN'S	1,469.73	11,766.90	25,000.00	13,233.10	47.07
271-790-760.200	BOOKS - YOUNG ADULT	507.04	2,389.69	5,500.00	3,110.31	43.45
271-790-760.400	PERIODICALS	5,363.18	7,090.87	9,000.00	1,909.13	78.79
271-790-761.000	AUDIO VISUAL - ADULT	897.48	4,876.48	11,000.00	6,123.52	44.33
271-790-761.100	AUDIO VISUAL - CHILDREN	.00	459.68	1,500.00	1,040.32	30.65
271-790-761.200	AUDIO VISUAL - YOUNG ADULT	.00	270.35	600.00	329.65	45.06
271-790-762.000	ELECTRONIC MATERIALS	.00	43,188.77	51,500.00	8,311.23	83.86
271-790-762.100	DATA BASES	3,275.00	4,900.20	7,000.00	2,099.80	70.00
271-790-801.000	PROFESSIONAL SERVICES	90.30	2,019.97	3,000.00	980.03	67.33
271-790-802.000	CONTRACTED SERVICES	11,786.07	71,627.12	124,700.00	53,072.88	57.44
271-790-850.000	COMMUNICATIONS	679.65	3,739.95	8,100.00	4,360.05	46.17
271-790-880.000	COMMUNITY OUTREACH	335.00	1,167.00	3,000.00	1,833.00	38.90
271-790-885.000	DONATION EXPENSE	.00	1.00	3,000.00	2,999.00	.03
271-790-887.000	BANK CHARGES	112.05	519.14	500.00	( 19.14)	103.83
271-790-905.000	PRINTING/ADVERTISING/POSTAGE	789.96	22,143.82	45,000.00	22,856.18	49.21
271-790-912.000	TRAINING & TRAVEL	534.60	3,816.70	11,000.00	7,183.30	34.70
271-790-915.000	MEMBERSHIPS & DUES	.00	822.09	2,400.00	1,577.91	34.25
271-790-920.000	PUBLIC UTILITIES	3,063.47	16,732.23	32,000.00	15,267.77	52.29
271-790-924.000	HEATING FUEL	813.08	12,661.00	17,500.00	4,839.00	72.35
271-790-930.000	BUILDING REPAIR & MAINTENANCE	1,373.00	21,712.16	55,000.00	33,287.84	39.48
271-790-931.000	EQUIPMENT REPAIR & MAINTENANCE	479.44	5,108.78	10,400.00	5,291.22	49.12
271-790-937.000	INSURANCE & BONDS	.00	12,097.44	12,000.00	( 97.44)	100.81
271-790-955.000	MISCELLANEOUS	161.99	1,810.53	3,000.00	1,189.47	60.35
271-790-958.000	PROGRAMMING - CHILDREN	484.38	4,746.92	8,500.00	3,753.08	55.85
271-790-958.100	PROGRAMMING - ADULT	200.00	6,092.87	15,000.00	8,907.13	40.62
271-790-958.200	PROGRAMMING - YOUNG ADULT	121.23	2,182.29	2,500.00	317.71	87.29
271-790-964.000	MAKERSPACE - EQUIP & SUPPLIES	219.85	1,746.30	3,500.00	1,753.70	49.89
271-790-970.000	CAPITAL OUTLAY	80,536.37	170,991.03	200,000.00	29,008.97	85.50
271-790-985.000	EQUIPMENT	.00	.00	5,000.00	5,000.00	.00
271-790-986.000	TECH. EQUIPMENT & SOFTWARE	1,936.98	5,909.47	32,500.00	26,590.53	18.18
271-790-995.000	ADMINISTRATIVE FEES	.00	7,200.00	7,200.00	.00	100.00
	<b>TOTAL LIBRARY</b>	<b>193,666.04</b>	<b>1,036,816.90</b>	<b>1,776,900.00</b>	<b>740,083.10</b>	<b>58.35</b>

**CITY OF PETOSKEY**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 7 MONTHS ENDING JULY 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	250.00	250.00	300.00	50.00	83.33
	TOTAL BOND DEBT REQUIREMENT	250.00	6,286.70	267,400.00	261,113.30	2.35
	TOTAL FUND EXPENDITURES	193,916.04	1,043,103.60	2,044,300.00	1,001,196.40	51.02
	NET REVENUES OVER EXPENDITURES	987,783.49	921,680.08	( 66,400.00)	988,080.08	1,388.07

# CITY OF PETOSKEY

BALANCE SHEET  
JULY 31, 2025

## FUND 271 - LIBRARY FUND

### ASSETS

271-000-001.000	CASH	128,737.76	
271-000-001.700	CASH - FIFTH THIRD LIBRARY	317,515.12	
271-010-004.000	WORKING FUND - LIBRARY	175.00	
271-010-020.000	TAXES RECEIVABLE - CURRENT	949,775.45	
271-010-026.000	TAXES RECEIVABLE - DELINQUENT	5,019.50	
TOTAL ASSETS			1,401,222.83

### 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	( 2,733.00)	
TOTAL LIABILITIES			15,718.26

#### FUND EQUITY

271-000-390.000	FUND BALANCE	190,824.49	
271-000-395.000	FUND BALANCE - RESERVED	273,000.00	
	REVENUE OVER EXPENDITURES - YTD	921,680.08	
TOTAL FUND EQUITY			1,385,504.57
TOTAL LIABILITIES AND EQUITY			1,401,222.83

## **Petoskey District Library**

Director's Report: August 2025

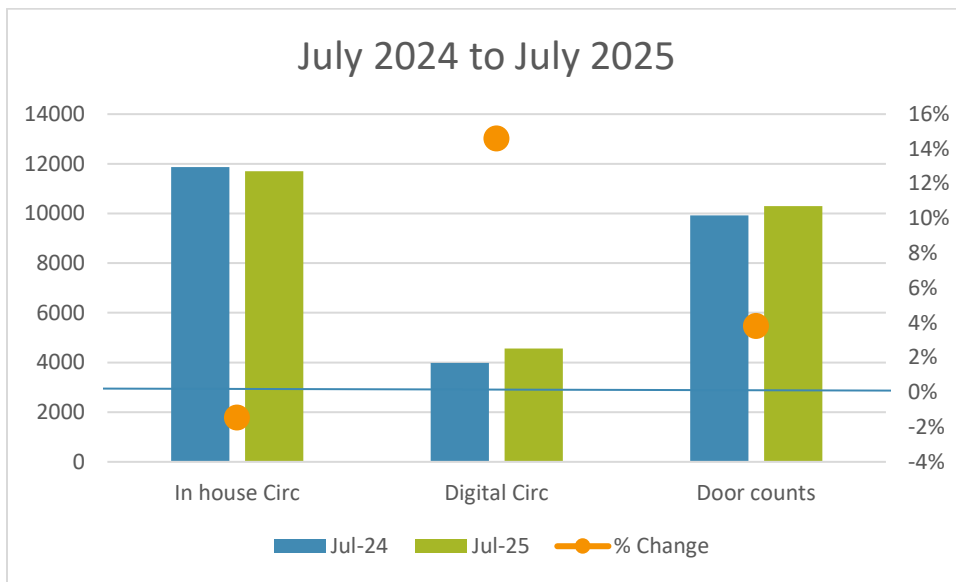
### **Strategic Planning**

- All the action items have been prioritized and all top priority items are either complete or budgeted for fall 2025 or next year. See attachment.

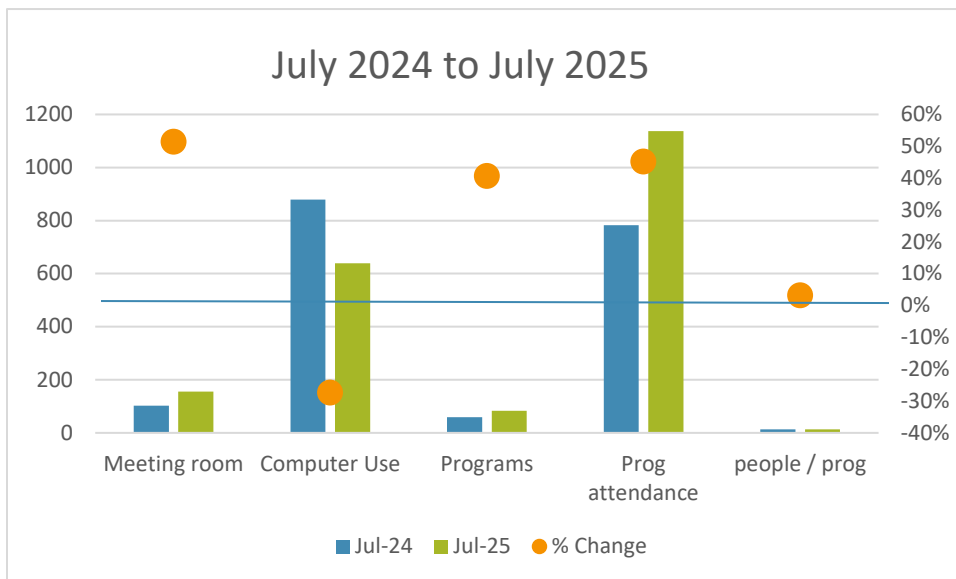
### **Val's Update:**

- We plan to close early again on the Wednesday prior to Thanksgiving: November 26, 5:00PM.
- I submitted the Commission on Aging Grant to help support the BiblioBag and Senior outreach projects.
- We had our first meeting with the consultants on the EGLE Grant Carnegie project. Their engineer will be meeting with Steve the end of the month to begin the study.
- I presented to SCORE (service corps of retired executives) about the library services that are available and useful for working with their clients.
- I have met with all the management staff on their budget requests.
- I provided a library tour for our local Zonta group.
- I participated in the Northern Michigan Interfaith Common Ground summer service in the park, with a theme of protecting our waters. I taught the participants an Israeli Folk Dance: *Mayim Mayim*.
- I am on the MLA committee that is reviewing their EDAI (Equity, Diversity, Accessibility, Inclusiveness) policies and procedures and how we can best comply with the Federal mandates.
- We will be working on a Website platform upgrade this fall. This will bring better functionality for staff in keeping the website updated. Our current platform will be obsolete as of November 2026.
- Staff who were not yet CPR certified, attended a training session and now our staff is close to 100% certified.
- I am on the MLA Executive Director Search committee. We are reviewing the proposals for a search firm and hope to make a recommendation to the full MLA board in September.
- Staff are busy utilizing Niche Academy and Web Junction training, before it is discontinued, due to expected loss of federal funding next year.
- New cart corral is expected the end of the month. We did some rearranging to accommodate the moving of furniture as well as our new community service area on the second floor.
- The water repair work is scheduled to begin September 15, with a two-week work window. The two staff in the lower level office will be relocated for the time of repair. All work to be concluded by October 3.
- MLA completed another public library services survey, to update the one from a few years back. The summary for our region is attached.

## Statistics



Circulation and door counts continue on our yearly trend: digital circulation outpacing in-house circulation.



We offered so many programs in July – it was very busy! It was nice to see that attendance was up enough to increase our average # of people at each event by 3%.

## **Comparing Region 5 to Statewide Library Survey Results**

Region 5 is located in the Northern part of the lower peninsula as well as Luce County and a few other townships in the Upper Peninsula, with an N=40 sample points represented in the statewide survey.

A 79% majority of all respondents in the statewide poll offered a positive rating for the job being done by local public libraries providing programs, services and a broad ranging quality collection of books and other materials for their library patrons. In Region 5, a 75% majority of respondents offered the same response – 4 points lower than the statewide results.

A 91% majority of all respondents statewide said that “descriptions and depictions of slavery should never be banned.” In Region 5, an 85% majority agreed.

A 91% majority of all respondents statewide said that “discussions about race” should never be banned. In Region 5, 88% of respondents agreed.

A 91% majority of all respondents statewide also said “criticisms of people and events in U.S. history” should never be banned. In Region 5, 88% of respondents agreed.

An 88% majority of all respondents statewide said “political ideas you disagree with” should never be banned. In Region 5, 92% agreed.

Opposition to book banning about “books with discussions about sex, gender identity or sexual orientation” was not as strong, but it was still opposed by two-thirds of Michigan voters. A 68% majority of all respondents statewide said that “books with discussions about sex, gender identity or sexual orientation” should never be banned, with 18% saying they should “sometimes be banned” and 11% saying they should “always be banned.” In Region 5, a 67% majority agreed that such books should never be banned, 23% said they sometimes should be banned, with 10% saying they should always be banned.

An 85% majority of statewide respondents oppose legislation (80% strongly), that would hold librarians criminally liable for what some people deem to be objectionable books or materials contained in library collections. In Region 5, an identical 85% offered the same opinion, including 83% who strongly oppose such legislation.

A 66% majority of statewide respondents say that the boards that govern the operation of local public libraries should be non-partisan, with 27% saying it doesn’t really matter if library boards are aligned with partisan political parties. In Region 5, 68% said governing boards should be non-partisan with 30% saying it doesn’t matter.

When asked where respondents say children and teenagers are able to get materials that are objectionable, 57% of statewide respondents said on the internet, with 25% saying from social media. In Region 5, 58% said on the internet, with 28% saying from social media.

An 85% majority of all respondents statewide said they agree more with the statement that said, “individual parents can set rules for their own children, but they do not have the right to decide for other parents what books are available to their children.” Only 13% agreed with the statement that “parents have a right NOT to have their children exposed to objectionable books at the library and should be able to join with other parents to have those books removed from the library.” In Region 5, 82% agreed that a few parents should not be able to decide for all parents and everyone else.

An 82% majority of all respondents statewide agreed with a statement saying that “we need to protect the ability of young people to have access to books from which they can learn about and understand different perspectives and help them grow into adults who can think for themselves.” Only 15% agreed with the statement that “we need to protect young people from books that they might find upsetting or that reflect ideologies and lifestyles that are outside of the mainstream.” In Region 5, 93% of respondents agreed with the first statement, with 5% agreeing with the second.

A 77% majority of all respondents statewide agreed the most with the statement that “books that contain sexual content or discuss issues like gender identity and sexual orientation are tools for understanding complex issues, and young people should have access to them, but at an age-appropriate level.” Another 21% said they agreed more with the statement that “books that contain sexual content or discuss issues like gender identity and sexual orientation should NOT be in local public libraries where young people can access them against their parents’ wishes.” In Region 5, 80% of respondents agreed more with the first statement, while 18% agreed more with the second.

A 73% majority of all respondents statewide said, “book banning is un-American, infringes on our freedoms, and harms our democracy.” Another 24% said they most agree with the statement that says “books that are anti-American, anti-police, or hostile to basic family values do not belong on the shelves of our local public libraries. In Region 5, an identical 73% of respondents said book banning is un-American, with 22% saying that books critical of American ways should be removed.

If elected officials supported legislation that would allow or require books to be banned from your local public library, a 63% majority of all respondents statewide said they would be less likely to vote for that person (46% much less likely), 28% said it would not influence them one way or the other, with only 5% saying they would be more likely to vote for that person. In Region 5, a 48% plurality said they would be less likely to vote for an elected official who supports book banning (40% much less likely), with only 2% saying they would be more likely to vote for that person.

A 75% majority of all respondents statewide said librarians are very capable (45%) or mostly capable (30%) of deciding which books and reading materials should be included in library collections. In Region 5, a 65% majority of respondents said librarians are very capable (35%) or mostly capable (30%) in deciding which books to keep or ban.

A 50% bare majority of all respondents statewide said that there is “absolutely no time when a book should be banned from local public libraries,” with another 39% saying, “there are rare times when it may be appropriate to ban books from public libraries,” and only 8% saying “there are many inappropriate books that should be banned from local public libraries.” In Region 5, 55% of respondents said there is no time when books should be banned, 32% said there are rare times, with 5% saying there are many inappropriate books that should be removed.

Statewide, 42% of all respondents said they use programs or services a few times a month or more often, while in Region 5, a 37% plurality of respondents offered a similar response.

In other survey results, a 50% bare majority of all statewide respondents said Michigan is “headed in the right direction,” 31% said things have “pretty seriously gotten off on the wrong track,” with 19% “undecided.” In Region 5, 43% of respondents said Michigan is headed in the right direction with 40% saying it was pretty seriously off on the wrong track.

Statewide, a 78% solid majority said IMLS federal funding for libraries should remain in the federal budget. In Region 5, a 65% majority offered the same opinion.

Statewide, an 82% majority said it is important (40% critically important), for state government to replace federal library funding if it is no longer part of the federal budget. In Region 5, a 77% majority offered the same opinion (52% critically important).

A 54% to 38% majority of all respondents statewide said they had an unfavorable opinion of Donald Trump, while a 61% to 36% majority gave Trump a negative job rating as President. In Region 5, a 57% majority had a favorable opinion of Trump with 38% having an unfavorable

opinion of him. A 50% bare majority offered a positive job rating for Trump with 50% offering a negative job rating.

A 59% to 33% majority of all respondents statewide had a favorable opinion of Gretchen Whitmer, with a 56% to 42% majority offering a positive job rating for her. In Region 5, a 52% to 33% majority had an unfavorable opinion of her, and a 63% to 35% majority offered a negative job rating for Whitmer.

Statewide, 41% of respondents said they do not recognize Dana Nessel, 25% said they have a favorable opinion of Nessel, 17% have an unfavorable opinion, with 17% undecided. In Region 5, 33% said they do not recognize Nessel, 25% have an unfavorable opinion of Nessel, 15% have a favorable opinion of her, with 27% undecided.

A 38% to 30% plurality of respondents statewide had an unfavorable opinion of State Legislative Republicans, while a 40% to 32% plurality had a favorable opinion of State legislative Democrats. In Region 5, a 42% to 28% plurality had a favorable opinion of State Legislative Republicans, while a 55% to 23% majority had an unfavorable opinion of State Legislative Democrats.

Finally, a 41% to 21% plurality of respondents statewide had a favorable opinion of community activist groups in general, with 33% undecided. In Region 5, a 33% plurality of respondents had a favorable opinion of Community Activist Groups, with 15% having an unfavorable opinion of them.

Statewide, 10% said they consider themselves part of the LGBTQ community. In Region 5, 7% offered the same response.

Statewide, 44% of all respondents identified as Democrats, 38% as Republicans, with 15% Independents or other parties. In Region 5, 27% of respondents identified as Democrats, 58% as Republicans, with 13% Independents or other parties.

**Petoskey District Library: 2026 Budget DRAFT**

Account Number	Account Description	2024 Year End	2025	2025 YTD July 31	Projected 2025	2026	Comments - 2026
<b><u>OPERATING REVENUES</u></b>							
<b><u>Operating Revenues:</u></b>							
<b>271-081-402.000</b>	STATE AID	17,758	18,500	18903	18,900	18500	\$ .533986 per capita (17,400 legal) direct & indirect
<b>271-081-403.000</b>	PROPERTY TAX for Operations: City of Petoskey	1,019,552	1,056,100	1051457	1,051,500	1077200	Per Audrey
<b>271-081-405.000</b>	PROPERTY TAX - Bear Creek	227,974	253,900	253017	253,000	259300	TV: 675,823,859 - TV up 8%, budget 2.5% increase
<b>271-081-407.000</b>	PROPERTY TAX - Resort Twp.	178,236	207,200	200806	200,800	205800	TV: 537,178,171 - TV up 7%, budget 2.5% increase
<b>271-081-409.000</b>	PROPERTY TAX - Little Traverse Twp.	147,278	166,400	165364	165,300	169400	TV: 439,834,630 - TV up 6%, budget 2.5% increase
<b>271-081-411.000</b>	PROPERTY TAX - Springvale Twp.	53,836	58,000	59377	59,400	60900	TV: 161,421,847 - TV up 8%, budget 2.5% increase
271-081-432.000	Current Property Tax - PILOT			3577	7,600	7600	per Audrey
<b>271-081-445.000</b>	Penalties and Interest	1,470	3,000	2155	2,500	2500	
<b>271-081-566.000</b>	GRANTS	25,784	52,800	69732	69,700	21500	NLC 8500; EC Senior: 13000
<b>271-081-657.000</b>	PENAL FINES	72,284	60,000	86330	86,300	70000	
<b>271-081-658.000</b>	REIMBURSEMENTS	3,497	6,500	3741	6,500	6500	For lost books; FOPPL Newsletter 2600; NLC ILL / postage 2000; NLC SRP 500
<b>271-081-687.000</b>	PAID CARDS	3,745	3,000	2855	3,500	3500	non-residents who do not qualify for a reciprocal card.
<b>271-081-692.000</b>	COPIES / fees	6,089	4,000	3726	5,000	6000	
<b>271-081-694.000</b>	BOOKSALE	14,458	12,000	8262	12,000	13000	
<b>271-081-695.000</b>	CONTRACTED WAGES	12,423	12,000	9636	14,000	14000	This comes from PAC2. (Mary Sue is System Administrator)
<b>271.081.696</b>	Merchandise Sales	746	500	1489	1,500	1500	New line item.
<b><u>Non-operational Revenues:</u></b>							
<b>271-082-664.000</b>	INTEREST INCOME	18,573	12,000	6203	15,000	13000	per Audrey
<b>271-082-682.000</b>	OTHER	6,470	4,000	3387	4,000	4000	
<b>271-082-684.000</b>	BUILDING RENTAL	8,550	8,000	6637	8,200	8000	Meeting Room Use & MOU w/ CTAC
<b>271-082-696.000</b>	DONATIONS	41,293	40,000	8125	40,000	10000	PSP no longer donating for GRT
	<b>TOTAL REVENUES:</b>	<b>1,860,016</b>	<b>1,977,900</b>	<b>1964779</b>	<b>2,024,700</b>	<b>1972200</b>	

**Petoskey District Library: 2026 Budget DRAFT**

Account Number	Account Description	2024 Year End	2025	2025 YTD July 31	Projected 2025	2026	Comments - 2026
<b><u>OPERATING EXPENDITURES</u></b>							<b>Wage increase over last year:</b>
<b>271-790-702.000</b>	SALARIES & WAGES: Full Time	472,651	498,500	277961	498,500	532300	<b>6.0%</b>
<b>271-790-704.000</b>	SALARIES & WAGES: Part Time	218,566	264,100	133817	264,100	276100	Personnel is 65% of Operating Exp (Nat Avg = 67%)
<b>271-790-724.000</b>	FRINGE BENEFITS	233,413	236,400	144495	254,300	269300	Includes health/FICA/retirement/HSA & PLD payout
<b>271-790-751.000</b>	OFFICE/LIBRARY SUPPLIES	11,434	10,000	5518	10,000	11,500	plus 1500 for chair cushions / SP
<b>271-790-752.000</b>	BUILDING SUPPLIES	9,169	7,000	5571	8,500	8500	
<b>271-790-760.000</b>	BOOKS - ADULT	35,790	45,000	19663	45,000	40000	Material Exp. 2018: 99715 Materials Exp 2019: 102,240
<b>271-790-760.1.000</b>	BOOKS - CHILDRENS	19,913	25,000	11767	25,000	24000	Materials Exp 2020: 114,211 Materials Exp 2021: 109,050
<b>271-790-760.2.000</b>	BOOKS - YOUNG ADULT	4,829	5,500	2390	5,500	5000	Materials Exp 2022: 115,491 Materials Exp 2023: 119,337
<b>120,899</b>	<b>Total Books:</b>	<b>60,532</b>	<b>75,500</b>		<b>75,500</b>	<b>69000</b>	Materials Budget 2024: 153,100 Materials Budget 2025: 154,300
<b>271-790-760.400</b>	PERIODICALS	7,867	9,000	7091	9,000	9000	All print serials, magazines & newspapers
<b>271-790-761.000</b>	AUDIO VISUAL - ADULT	10,366	11,000	4876	8,000	8300	DVD, CD Audio Books, CD Music, Games, Roku
<b>271-790-761.100</b>	AUDIO VISUAL - CHILDRENS	1,016	1,500	460	1,500	1500	adding new Switch II games
<b>271-790-761.200</b>	AUDIO VISUAL - YOUNG ADULT	417	600	270	600	1000	adding Library of Things
	<b>Total AV:</b>	<b>11,799</b>	<b>13,100</b>		<b>10,100</b>	<b>10800</b>	
<b>271-790-762.000</b>	ELECTRONIC MATERIALS	34,943	51,500	43189	51,500	61000	OverDrive: 8000; Hoopla-21000, Kanopy: 5000; Advantage-26000 (CHL/Teen: 3000)
<b>271-790-762.1</b>	DATABASES	5,758	7,000	4900	7,000	4500	Value Line 2795; Mango 1700
<b>271-790-801.000</b>	PROFESSIONAL SERVICES	2,419	3,000	2019	3,000	5000	Accountant; Lawyer (review DL agreement)
<b>271-790-802.000</b>	CONTRACTED SERVICES	143,476	124,710	71627	124,710	95100	NLC 9300; snowplow 4000; cleaning 39000; recycling 900; Unique 500; Fire Alarm 2500; eRate 600; GRT 25000; parking lot 2500; OCLC 600; garbage 1800; Otis 4500; Play Group 3900
<b>271-790-802.100</b>	Contracted Services: Software					40350	see Tech work sheet- previous years, this was included in general contracted services.
<b>271-790-850.000</b>	COMMUNICATIONS	7,916	8,100	3740	8,100	8280	POTS Lines 210 / Internet 90 / 13 hotspots 390
<b>271-790-880.000</b>	COMMUNITY OUTREACH	3,760	3,000	1167	3,000	2530	Community Events: 1500; Rotary 300; Kiwanis 300; Zonta 430

**Petoskey District Library: 2026 Budget DRAFT**

Account Number	Account Description	2024 Year End	2025	2025 YTD July 31	Projected 2025	2026	Comments - 2026
<b>271-790-885.000</b>	Donations Expense	1,767	3,000	1	3,000	3000	Give away items that we receive donated funds for: including tshirts, books, prizes
<b>271-790-887.000</b>	Bank Charges	527	500	519	800	800	
<b>271-790-905.000</b>	PRINTING/ADVERTISING/ POSTAGE	38,573	45,000	22144	45,000	46100	Newsletter 18800; eddm postage 11600; MailChimp 1600; Postage 3200; Advertisements 2800; Misc Printing 2000; SRP 500; Phone Guide 300; Downtown Sound: 300; LogoWear: 1000; SP signage JH - 4000
<b>271-790-912.000</b>	TRAINING/TRAVEL	11,769	11,000	3817	11,000	10000	MLA Annual (4) 6000; In Service 1000; Spg Inst (2) 1500; YALSA 1500; MLA 1000; misc 1100
<b>271-790-915.000</b>	MEMBERSHIP & DUES	2,177	2,400	822	2,400	1500	5 Ind MLA 420; ALA 250; MCLS 125; TLN 65; Hist. Soc 100; Chamber 315
<b>271-790-920.000</b>	PUBLIC UTILITIES	34,713	32,000	16732	30,000	33000	
<b>271-790-924.000</b>	HEATING FUEL	10,869	17,500	12661	15,000	16500	
<b>271-790-930.000</b>	BUILDING REPAIR & MAINTENANCE	44,759	55,000	21712	55,000	59500	see Maintenance worksheet
<b>271-790-931.000</b>	EQUIPMENT REPAIR & MAINTENANCE	4,611	10,400	5109	10,400	4200	see Tech work sheet (moved some items to a new acct #)
<b>271-790-937.000</b>	INSURANCE & BONDS	11,105	12,000	12097	12,100	12500	
<b>271-790-955.000</b>	MISCELLANEOUS	2,902	3,000	1810	3,000	5700	payments to libraries for missing items; Wellness: 1700; SWAG 1050
<b>271-790-958.000</b>	PROGRAMMING - CHILDRENS	6,338	8,500	4747	8,500	9500	cost of programming going up - increase SRP kickoff
<b>271-790-958.100</b>	PROGRAMMING - ADULT	8,639	15,000	6093	12,000	17000	Exhibit: 5000
<b>271-790-958.200</b>	PROGRAMMING - YOUNG ADULT	2,907	2,500	2182	2,500	3000	cost of programming going up
<b>271-790-964</b>	MAKERSPACE: equipment/supplies	3,268	3,500	1746	3,500	3500	supplies; Library of Things 2000
<b>271-790-970.000</b>	CAPITAL OUTLAY	111,950	200,000	170991	222,000	5500	3000 for children's playscape; 2500 sconce in LL stair
<b>271-790-985.000</b>	EQUIPMENT	2,368	5,000	0	5,000	5000	
<b>271-790-986.000</b>	TECH - EQUIPMENT & SOFTWARE	22,361	32,500	5909	32,500	26500	see Tech work sheet
<b>271-790-995.000</b>	ADMINISTRATIVE FEES	7,000	7,200	7200	7,200	7400	
	<b>Total Operating Expenditures:</b>	<b>1,552,306</b>	<b>1,776,910</b>	<b>1,036,813</b>	<b>1,808,210</b>	<b>1,673,500</b>	

Petoskey District Library: 2026 Budget DRAFT

Account Number	Account Description	2024 Year End	2025	2025 YTD July 31	Projected 2025	2026	Comments - 2026
<b>BOND EXPENDITURES</b>							
<b>271-792-991.000</b>	PRINCIPAL PAYMENT	260,000	255,000	0	255,000	245000	
<b>271-792-992.000</b>	INTEREST PAYMENT	14,294	12,100	6037	12,100	9200	
<b>271-792-993.000</b>	PAYING AGENT FEES	250	300	250	250	300	
	<b>Total Debt Expenditures:</b>	<b>274,544</b>	<b>267,400</b>	<b>6,287</b>	<b>267,350</b>	<b>254,500</b>	
	<b>TOTAL EXPENDITURES:</b>	<b>1,826,850</b>	<b>2,044,310</b>	<b>1,043,100</b>	<b>2,075,560</b>	<b>1,928,000</b>	
	Excess Of Revenues Over Expenditures	33,166	(66,410)	58,590	(50,860)	44,200	
	<b>General Fund Balance</b>	<b>186,076</b>	<b>119,666</b>	<b>244666</b>	<b>135,216</b>	<b>179416</b>	
	Building Reserve Fund Balance	273,000	273,000	273000	<b>273,000</b>	273000	

Petoskey District Library: 2026 Budget DRAFT  
Maintenance Budget

Description	2024	2025	2026	Details
Regular yearly maintenance	25,000.00	18,000.00	29,000.00	HVAC/painting/electric/misc
Carpet/Window/Upholstery		12,000.00	14,000.00	
Landscaping	4,500.00	12,000.00	12,000.00	
Main doors refurbish			4,500.00	
Ceiling Tile replacements		10,000.00		
Painting	2,000.00	2,000.00		
Fix CHL Office Wall		1,000.00		
<b>TOTAL:</b>	<b>31,500.00</b>	<b>55,000.00</b>	<b>59,500.00</b>	Acct #: 271-790-930

**Petoskey District Library: 2026 Budget DRAFT**  
**Technology Worksheet**

<b><u>IT Equipment</u></b>	<b>2025</b>	<b>2026</b>	<b>Wish List</b>	<b>Notes</b>
Solar Power Station			\$ 10,000	Umbrella table
Electronic Catalogs: 5 iPads	\$ 5,000			
Computers upgrades / replacement				Next upgrade in 2027-2029 10/yr - move to a six year cycle
Mtg Room Smart Board		\$ 12,000		
Security Cameras	\$ 2,000			
Label Printer	\$ 500			
Door Counters			\$ 5,000	Door Counters - Upgrade
RFID Kiosks		\$ 18,000		all 3 kiosks
Switches				The next upgrade will be in 2030.
Emerging Technologies	\$ 3,000	2000		Wireless Mic @ Carnegie; VR Headsets for teen
Mobile Laptops	\$ 6,500			
Staff Photocopier		\$ 6,000		
Smaller IT equipment	\$ 3,000	\$ 4,000		This covers items like new barcode scanners, printers, cameras, and other items that may need to be replaced throughout the year.
RFID Wand for Inventory	<del>\$ 5,000</del>			Researching the effectiveness of this tech.
Wireless Access Points	\$ 1,500	\$ 1,500		This includes upgrades to our current WAPs. six inside/3 outside
<b>Category SubTotal</b>	<b>\$ 26,500</b>	<b>\$ 43,500</b>		<b>Acct #: 271-790-986.000</b>

Petoskey District Library: 2026 Budget DRAFT  
Technology Worksheet

<b><u>Equipment Maintenance</u></b>	<b>2025</b>	<b>2026</b>	<b>Wish List</b>	<b>Notes</b>
Miscellaneous	75	2000		physical/nuts&bolts - if they touch equipment it goes here
Photocopier Maintenance	\$ 2,000	\$ 2,200		Van's
<b>Category SubTotal</b>	<b>\$ 2,075</b>	<b>\$ 4,200</b>		<b>Acct #: 271-790-931.000</b>

**Petoskey District Library: 2026 Budget DRAFT**  
**Technology Worksheet**

<b><u>Software Maintenance / Support</u></b>	<b>2025</b>	<b>2026</b>	<b>Wish List</b>	<b>Notes</b>
Barracuda filter	\$ 1,825	\$ 2,500		This is the filtering software on our computers.
Camera Cloud Support	\$ 825	\$ 350		Cloud support for our camera system. In 2025 we would be upgrading older cameras
Wi-Fi Cloud Support	\$ 575	\$ 600		This covers the support for our Wireless Access Points.
Equipment Support	\$ 4,600	\$ 5,500		This covers hardware and other miscellaneous tech support - Centaris
Deep Freeze / Faronics	\$ 175	\$ 200		This is the system on all the public PCs that cleans the computers after each log in.
Envisionware: /RFID	\$ 1,135	\$ 3,000		Includes the support for our RFID system
Library Market	\$ 1,500	\$ 1,500		Calendar/Mtg Room Booking
Humanity: Scheduling	\$ 750	\$ 750		Staff scheduling system
Live Chat Service	\$ 350	\$ 350		
Niche Academy	\$ 1,150	\$ 1,150		This is the online tutorial system we have on our website.
PAC2: Sirsi/BiblioCommons	\$ 12,000	\$ 12,500		Integrated Library System (our catalog and Mobile Ap)
SenSource: door counters	\$ 300	\$ 350		
Website: GHD	\$ 6,500	\$ 7,500		
Windows OS		\$ 2,000		
TBS	\$ 2,110	\$ 2,100		PC and Print manager for the public computers and printers.
<b>Category SubTotal</b>	<b>\$ 25,970</b>	<b>\$ 40,350</b>		<b>Acct #: 271-790-802.100</b>
<b>Grand Total</b>	<b>\$ 54,545</b>	<b>\$ 88,050</b>	<b>\$ 15,000</b>	

## Library Director Goals for 2025

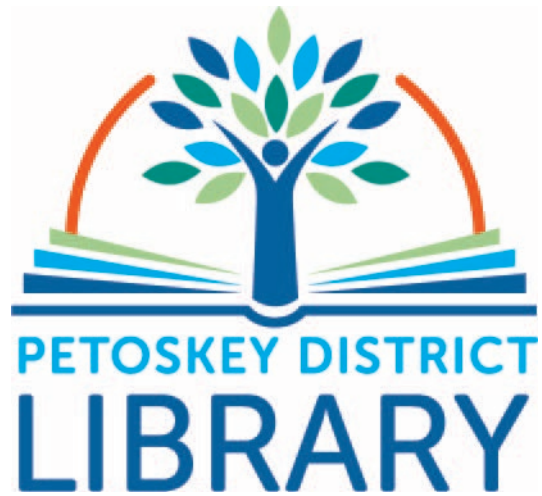
1. Complete the Strategic Planning process: **Complete**
  - a. Strategic Plan approved March 18
  - b. Action items from staff are currently being worked on
2. Complete a Patron Usage study: In process
  - a. Patron usage survey complete
  - b. Mystery patron review in the works
3. Complete succession plan for Library Director: In process
4. Complete succession plan for Technology Manager: In process
5. Create a prioritized, with dates and budget, list of tasks to accomplish to adapt our current space to better meet patron needs for the next three years. In Process – target completion in December

Goals Approved at March 18, 2025 meeting.

### Strategic Plan Action Items

Goal Number	Description	Priority (1-3)	Time Frame	Who Responsible?	Guestimate on cost	Completion Date	Comments
2-3	Magnetic logo labels for cars when we go do outreach	1		Jodi	150	Jun-25	
2-3	Magnetic “stickers” for cars for our patrons	1	2025	Jodi	500	Jul-25	
2-3	PDL logos on outdoor bookdrops	1		Jodi	250	Jun-25	
3-2	Review current salary structure; be a leader in the community	1	2025-2026	Jodi/Val/Mary Sue	0	Jul-25	
4-2	Increase budget to accommodate the purchase of additional titles to reduce wait times	1		Mary B		Jul-05	
1-1	Technology to all the meeting rooms – smart board	1		Mary Sue	\$22,000		Budgeted for 2026
4-2	Run report to look at current wait time averages for in-house and digital	1	2025 - 05	Mary Sue	0	4-Jun-25	
2-3	Create Bibliocommons list and send link out with emails	1		Stacy	0		2026
2-3	Review current enews – make it more readable	1		Stacy	0		2026
2-3	Service: discuss and implement new avenues of getting our information about services out to public	1		Stacy			2026
2-3	Instructional videos (short)	1		Stacy			2026
2-3	Texting ability for news alerts	1		Stacy			2026
1-1	Lighting – at staircase	1		Steve	2500		Budgeted for 2026
2-1	Review building hours: <b>patron usage mapping</b> , flexible scheduling	1	2025	Val	0	Jun-25	
3-1	Creativity in job description	1		Val	0		2026
1-1	Examine meeting room policy – usage	1	2025	Val/Jodi	0		2026
1-2	Signage – info desk, stair case – hanging plaque – do a signage audit	1	2026	Val/Jodi	4000	Vinyl letters - 1000; hanging	Budgeted for 2026
3-3	Succession Plan for Technology Manager	1	2025 - 09	MSP / Val	0		2026
1-1	New patron holds shelf / book cart corral	1.1	2025 - spring	Jodi	\$18,000		Budgeted 2025
2-1	Civil Discourse events	1.1		Mary	500		2026
4-1	Create a plan for service of the month	1.1	2025 - 04	Stacy/Jodi/Mary Sue	0	Fall 2025	
2-2	Concentrate on popular, current events	1.1		Stacy/Megan			on-going
1-1	Office review/repair - water damage issue	1.1		Steve	26,000	Fall 2025	insurance claim
1-1	Carnegie lower level - update air control	1.1		Val	5000	Jun-25	
2-1	Sponsored outreach vehicle – book bike, bookmobile, book wagon: research transit van options in 2026	1.2	2026	Jodi/Mary			research: 2026
1-2	Expand seating outside	1.2		Steve			research needs: 2026

**Last updated: November 26, 2024**



## **Employee Handbook**

## Welcome

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

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

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

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

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# **Introduction**

## **General Principle**

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

# **Employment Condition**

## **Employee Selection**

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

## **Employee Status**

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

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

A part-time employee is defined as working less than an average of 35 hours per week. ~~or been employed for less than six months.~~

A non-supervisor staff member may be trained as “Staff in Charge.” If a staff member is trained as such, they may oversee the building on an as needed basis. If a non-supervisor is designated “Staff in Charge,” they will be compensated with ~~\$2520~~ of other income on the next pay cycle.

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

## **Wages**

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

## **Equal Opportunity and Commitment to Diversity**

### **Equal Opportunity**

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

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

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

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

### **Genetic Information Non-discrimination**

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

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

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

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

## **No Harassment**

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

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

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

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

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

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

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

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

## **Conflicts of Interest and Confidentiality**

### **Dissemination of Information**

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

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

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

### **Privacy Policy Disposal/Shredding of Sensitive Data**

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

Sensitive Data includes 1. personal information including telephone numbers, addresses or social security numbers; 2. credit checks, background check or consumer reports; 3. laptop computers; and 4.

discarded computer equipment. All Employees that have access to or obtain sensitive data must keep the information confidential. Should any document containing sensitive data need to be disposed of, such document shall be placed in the designated locked recycle bin for shredding or shredded with a personal shredder.

## **Social Security Number Privacy Policy**

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

## **Employment Relationship**

### **Keeping us informed**

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

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

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

### **Volunteers**

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

## Minors under employee care

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

## Workweek and Hours of Work

### Hours of work

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

### Meal and Rest Breaks

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

### Timekeeping

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

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

### Overtime

Overtime work —It may occasionally be necessary to ask an employee to work more than theirhis/her regularly scheduled hours to meet staffing needs. Part-time staff may work up to 29 hours per week. Supervisors may occasionally approve working more than 29. Hours over 40 hours per week are considered overtime hours. Overtime hours must be pre-approved by the Supervisor and are paid at time and a half.

# **Workplace Safety**

## **Workplace violence/weapons policy**

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

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

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

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

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

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

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

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

## **Anti-bullying**

The Library defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.” Such behavior violates the Library’s policy that all employees will be treated with dignity and respect.

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

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

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

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

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

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

## Drug-free Workplace

In compliance with the federal Drug-free Workplace Act of 1988, the Petoskey District Library prohibits the unlawful manufacture, distribution, dispensing, possession, sale, or use of a controlled substance or illegal drugs in the workplace.

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

## No Smoking

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

## Health and Safety

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

## Accident Reporting

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

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

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

No fewer than four staff members should be in the building during regular hours of operation, unless permission granted by library director for brief emergency staffing level.

## Emergency Closings

Please review the emergency closure packet for detailed information.

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

## Workplace Guidelines

### Problem Solving

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

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

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

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

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

## **Dress and Grooming**

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

Clothing and accessories should not:

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

## **Solicitation**

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

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

## **Social Media Acceptable Use**

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

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

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

## **Computers, Email and Voicemail**

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

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

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

## **Personal Telephone**

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

## Rules to Protect Us All

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

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

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

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

# Time Off and Leaves of Absence

## Holidays

The Library shall be closed and pay holiday wages for full-time employees for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day and New Year's Eve Day.

Full-time employees shall be paid for 8 hours per holiday.

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

Effective beginning January 1, 2026, part-time employees (substitutes do not qualify) will receive floating holiday time equal to the average weekly hours worked the previous calendar year. floating holiday hours are allotted on January 1 of each year. Un-used floating holiday hours are not rolled over at the end of the year.

Floating holiday hours may be used to cover lost hours for a holiday closure, a birthday, or other day off agreed upon with the supervisor. floating holiday hours must be requested via the humanity system.

The Library will be closed on Easter Sunday, no holiday wages paid.

Staff may be asked/required to work some holidays listed above. Full time employees who work on a library holiday closure day will receive half their hours worked as additional comp time. Part time employees who work on a library holiday closure day will earn time and a half for their hours worked.

## Vacations

- a. Full-time Library employees will earn the following yearly vacation allotment, dependent on the number of years of service (unless superseded by a contract):
  - ~~a. ½ year = 40 hours~~
  - ~~b. 1 year = 40 hours~~
  - a. Hire Date: 80 hours (prorated first year)
  - ~~c. 2 years = 80 hours~~
  - b. 2 years = 80 hours
  - ~~d. 5 years = 120 hours~~
  - c. 5 years = 120 hours
  - ~~e. 10 years = 160 hours~~
  - d. 10 years = 160 hours
- b. On transition years, amount allotted is prorated to the anniversary date.
- c. Vacation days are allotted January 1 each year. Full-time employees may roll over up to one week of vacation leave on January 1<sup>st</sup> and that rolled over time must be expended by March 31<sup>st</sup> of that year.
- d. Vacation requests must be submitted via the Humanity scheduling system at least one week prior to the vacation request. Vacations are approved on a first come first served basis, taking into consideration the staffing needs of the Library. Holiday, vacations and time off may be rotated among staff.
- e. Upon leaving the Petoskey District Library, unused, accrued vacation shall be paid out at 100% for full-time employees. Discharged employees will not receive unused, accrued vacation time.

## Personal Leave

- a. Effective December 1, 2025, the Library shall provide all full-time employees with personal leave time, this includes paid sick time in compliance with the Michigan Earned Sick Time Act, in the following manner. The established benefit year for purposes of this policy is from December 1 to November 30. All eligible full-time employees shall receive eighty (80) hours of personal leave at the beginning of each benefit year. A new employee will receive a prorated amount based upon hire date.

Personal leave for eligible full-time employees may not be accumulated from benefit year to benefit year. Any personal leave time that is not used by November 30th of each benefit year will be reimbursed to the employee at the employee's regular straight time hourly rate of pay in an amount not to exceed fifty-six (56) hours at the first full pay period of December.

- ~~a. Full-time employees shall earn 56 hours of personal leave per year, credited on December 1. During the employee's first year, a pro-rated amount of personal leave will be allotted within the first month of employment. On December 1, accumulated personal leave will be paid out at 100%.~~
- b. Personal leave time can be used for any reason, including illness, injury, appointments, taking care of a dependent, or for any reason allowed under the Michigan Earned Sick Time Act. For non-exempt employees, personal leave time is paid at the employee's regular straight time hourly rate of pay. Personal leave time can be used in half hour increments.
- ~~c. Personal leave time may not be accumulated from year to year. Any personal leave time that is not used by November 30th of each year will be reimbursed to the employee at the employee's regular straight time hourly rate of pay.~~
- ~~d.c.~~ Personal leave is to be used for days that are regularly scheduled but are not worked (planned or unplanned). This may be for illness or personal appointments. Personal hours may not be used to add hours to your regular pay
- ~~e.d.~~ All planned leave time must be submitted via the Humanity scheduling system at least one week prior to the leave and be approved by the employee's supervisor.
- ~~f. In 2024, all part-time employees who are designated as "permanent part-time" will receive a pro-rated (through Feb 21, 2025) amount of Personal Leave on December 1, 2024. This Personal Leave will be available throughout the year in addition to EST earned. Any remaining Personal Leave on November 30, 2025, will be paid out at 100%.~~
- ~~g.c.~~ Upon leaving the Petoskey District Library, unused, accrued personal leave will be paid out at 100%, in an amount not to exceed 56 hours. Employees who are discharged will not be paid unused, accrued personal leave time.

## Earned Sick Time

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

- a. All part-time employees will accrue 1 hour of Earned Sick Time for every 30 hours worked, credited on every paycheck.

- b. There is a 72 hour maximum of EST that can be used in one calendar year.
- c. EST will roll over each year
- d. Any EST over 72 hours on November 30<sup>th</sup> of each year, will be paid out at 100% of hourly rate.
- e. EST may be used for any reason, including illness, injury, appointments, taking care of a dependent, or for any other reason allowed under Michigan's Earned Sick Time Act.
- f. In addition to the prior reasons, EST may also be used for supervisor approved vacations.
- g. If EST is depleted, any further time off will be done without pay.

## **Military Leave**

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

## **Professional Leave**

- a. Employees may attend workshops, conferences, and library meetings with the pre-approval of the Director. Upon return, the employee shall report about the workshop at the next scheduled staff meeting and submit a written report to the director to be presented at the next scheduled Board of Trustees meeting. Employees should include sessions attended, vendors visited, and suggestions on implementation at PDL.
- b. Fees and costs of workshops, conferences, and similar library training courses to be attended by the staff will be paid from Library funds with the pre-approval of the Director.
- c. Employees will receive remuneration for the regular working hours while attending authorized training courses.

- d. Mileage is reimbursed at the rate for all authorized travel at the IRS authorized rate.
- e. The credit card will not be used by staff for professional leave. Instead, there will be a \$ 50 per day stipend for meals. If attendance is for a partial day, staff will be reimbursed by meal:  
Breakfast: \$ 10; Lunch: \$ 15; Dinner: \$ 25
- f. If the Library pays for a banquet meal through the registration, that day will be considered a partial day, and only the other meals will be reimbursed.
- g. A reimbursement form for the correct number of days/meals must be submitted, in order to be reimbursed.

## Unscheduled Absences

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

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

## Other Leave

- a. An employee who is called to serve on jury duty will inform their ~~Supervisor~~ Library Director as soon as possible. ~~They will be paid the difference between regular work pay and payment from the court upon presentation of check stub from their jury pay. Staff member will get paid for their regularly scheduled hours of work while on jury duty. Any payment for lost wages received as a juror will be turned over to the library upon receiving said payment.~~ If the employee is released early from jury duty, said employee should report to the Library for the remainder of their regularly scheduled shift.
- b. All employees shall be granted up to five-day bereavement leave with pay ~~three-day bereavement leave with pay for in-state funerals and up to five-day bereavement leave with pay for out-of-state funerals~~, upon the death of an immediate family member. Employees shall be paid for their regularly scheduled work hours missed. For purposes of this policy, immediate family member is defined as grandparent, parent, spouse, domestic (or other designated) partner, child, grandchild, sibling, aunt or uncle, niece or nephew. This policy shall apply whether the relationship is natural, marital, adoptive, step, or foster. Additional time may be granted as personal leave without pay, unused vacation time or personal leave.
- c. All employees shall be granted up to three-day bereavement leave with pay for a miscarriage, either personal, spousal or surrogate. Employees shall be paid for their regularly scheduled work hours missed.

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

## **Employee Benefits**

### **Benefits**

- a. The Library Board of Trustees provides access to health insurance, dental, & vision for full-time employees and their families.
  - i. If employees opt out of health insurance, they will receive 50% of the cost of a single insured.
  - ii. Once an employee is eligible for Medicare, they may opt to participate in that program. They would be eligible for the opt out amount and the library would cover the additional cost of the insurance, not to exceed the cost of a single insured.
- b. Full-time employees are eligible to participate in the MERS retirement program through the city.
- c. Full-time employees shall have access to short-term disability coverage, which pays at 66.67% of regular pay. Employees may use unused leave to cover the difference in pay from the insurance amount to their regular amount.
- d. Deferred compensation option is available for all employees.

### **Longevity Bonus**

A longevity bonus will be provided for continuous years of service. This bonus will be paid annually, during the first payroll of December of the anniversary year.

<u>Continuous Years of Service</u>	<u>Bonus Amount</u>
<u>3</u>	<u>\$ 50.00</u>
<u>5</u>	<u>\$150.00</u>
<u>10</u>	<u>\$300.00</u>
<u>15</u>	<u>\$450.00</u>
<u>20</u>	<u>\$600.00</u>
<u>25 (and each 5 year's beyond)</u>	<u>\$750.00</u>

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

# **Employee Handbook Acknowledgment**

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

*Employee Name:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Employee Signature:* \_\_\_\_\_