

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

Thursday, September 25, 2025, 5:00 p.m.

Call to order

Agenda

Public Comments:

Approval of Minutes: September 4, 2025

Approval of Bills: August 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. Memorandum of Understanding w/ Emmet County
2. Gifts & Donations Policy Update
3. 2026 Budget Presentation

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
September 4, 2025

The meeting previously scheduled for August 28 was changed to September 4.

The meeting was called to order by President Kim Block at 5:05 pm.

Present: Kim Block, Laura Dinon, Ann Ingles, Trevor Nelson, Moira Donahoe (student) and Val Meyerson (Library Director). Amy Janssens was absent.

Agenda: The agenda was approved by unanimous consent.

Public Comments: None

Approval of Minutes: The minutes of the regular meeting of July 24, 2025 were approved by unanimous consent.

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

Treasurer's Report on Financial Statements: Trevor said that the finances look good and that we will be discussing the 2026 budget later in the meeting.

Reports:

- Friends of the Petoskey Public Library - Merry Baxter reported that the focus is on the big fundraiser Night at the Library to be held on October 9. Tickets are \$100 per person and will be available shortly. Merry also reported that she has joined the board of the Friends of Michigan Libraries and that that group is working on a new website.
- Comments/Questions from Township Representatives - There were no township representatives present.
- Director's Report - Val had provided a written report. She has been busy ticking off strategic plan items for which she provided a chart. Val has also

been active with some MLA committees including the search committee for the next MLA Executive Director.

Board Members' Comments: Kim commented on the new fall newsletter and all the exciting library activities coming up.

Unfinished Business: There was no unfinished business.

New Business:

1. 2026 Draft Budget Review: This was the first review of the proposed budget for 2026. There was discussion about various items and explanations from Val, who noted that an interest payment from the city kept the fund balance up. More details will be discussed at the next meeting.
2. Director Mid-year Goals Review: This was a review of progress towards the agreed-upon goals of the Library Director for the year. Things are on course.
3. Personnel Handbook Updated: Discussion. *Trevor moved and Laura seconded to adopt the amended Handbook. Laura stated that she has previously read the Personnel Handbook in her professional capacity and found in reading it today that it remains a good document. Motion carried unanimously.

Public Comments: None

Adjournment: The meeting was adjourned at 5:45 pm.

Respectfully submitted,
Ann Ingles, Secretary

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

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

Check Number	Check Issue Date	Payee	Invoice GL Account Title	Amount
109457	08/13/2025	Alliance Entertainment	Audio Visual - Adult	135.48
109457	08/13/2025	Alliance Entertainment	Audio Visual - Adult	121.41
109457	08/13/2025	Alliance Entertainment	Audio Visual - Adult	117.22
109606	08/27/2025	Alliance Entertainment	Audio Visual - Children	178.46
109544	08/20/2025	Amazon Capital Services	Audio Visual - Adult	19.70
109544	08/20/2025	Amazon Capital Services	Office/Library Supplies	8.98
109544	08/20/2025	Amazon Capital Services	Office/Library Supplies	11.47
109544	08/20/2025	Amazon Capital Services	Office/Library Supplies	15.00-
109544	08/20/2025	Amazon Capital Services	Audio Visual - Adult	23.91
109544	08/20/2025	Amazon Capital Services	Books - Adult	347.79
109544	08/20/2025	Amazon Capital Services	Books - Young Adult	6.53
109544	08/20/2025	Amazon Capital Services	Office/Library Supplies	171.96
109544	08/20/2025	Amazon Capital Services	Audio Visual - Young Adult	45.48
109544	08/20/2025	Amazon Capital Services	Programming - Young Adult	35.27
109544	08/20/2025	Amazon Capital Services	Books - Adult	80.53
109544	08/20/2025	Amazon Capital Services	Miscellaneous	10.99
109544	08/20/2025	Amazon Capital Services	Books - Adult	16.90-
109544	08/20/2025	Amazon Capital Services	Books - Young Adult	44.48
109544	08/20/2025	Amazon Capital Services	Books - Adult	103.75
109459	08/13/2025	American Home Technology	Equipment Repair & Maintenance	90.00
109460	08/13/2025	Armstrong, Janet Elaine	Contracted Services	150.00
109609	08/27/2025	AT&T	Communications	198.59
109462	08/13/2025	Atchison Paper & Supply	Building Supplies	52.95
109463	08/13/2025	Baker & Taylor	Books - Adult	39.68
109610	08/27/2025	Baker & Taylor	Books - Adult	19.84
109610	08/27/2025	Baker & Taylor	Books - Adult	117.45
109464	08/13/2025	Bassett, Susan Jane	Contracted Services	120.00
109465	08/13/2025	Bayscan Technologies	Office/Library Supplies	401.20
109470	08/13/2025	Cengage Learning Inc.	Books - Adult	26.39
109470	08/13/2025	Cengage Learning Inc.	Books - Adult	107.16
109470	08/13/2025	Cengage Learning Inc.	Books - Adult	30.39
109470	08/13/2025	Cengage Learning Inc.	Books - Adult	92.77
109470	08/13/2025	Cengage Learning Inc.	Books - Adult	32.79
109384	08/06/2025	Centaris	Contracted Services	414.00
109614	08/27/2025	Center Point Large Print	Books - Adult	58.04
109614	08/27/2025	Center Point Large Print	Books - Adult	58.04
109614	08/27/2025	Center Point Large Print	Books - Adult	77.27
109471	08/13/2025	Cintas Corp #729	Building Supplies	29.36
109471	08/13/2025	Cintas Corp #729	Building Supplies	29.36
109471	08/13/2025	Cintas Corp #729	Building Supplies	29.36
109471	08/13/2025	Cintas Corp #729	Building Supplies	29.36
109471	08/13/2025	Cintas Corp #729	Building Supplies	29.36
109471	08/13/2025	Cintas Corp #729	Building Supplies	29.36
109616	08/27/2025	Cintas Corp #729	Building Supplies	29.36
109616	08/27/2025	Cintas Corp #729	Building Supplies	29.36
109616	08/27/2025	Cintas Corp #729	Building Supplies	29.36
109385	08/06/2025	City Treas. for Utility Bills	Public Utilities	2,995.85
109385	08/06/2025	City Treas. for Utility Bills	Public Utilities	642.85
109472	08/13/2025	Collias-Glaser, Hellene Kay	Contracted Services	150.00
109387	08/06/2025	David Hoffman Landscaping & Nursery Inc.	Building Repair & Maintenance	6,263.50
109558	08/20/2025	Demco	Office/Library Supplies	136.81
109475	08/13/2025	Discount School Supply	Programming - Children	118.50
109618	08/27/2025	DTE Energy	Heating Fuel	170.76

Check Number	Check Issue Date	Payee	Invoice GL Account Title	Amount
109618	08/27/2025	DTE Energy	Heating Fuel	53.06
109621	08/27/2025	Elevate Technology Partners LLC	Contracted Services	650.00
109476	08/13/2025	Elite Fund Inc.	Contracted Services	200.00
109622	08/27/2025	GFL Environmental	Contracted Services	145.00
109492	08/13/2025	Himebauch, Kelly L	Contracted Services	90.00
109493	08/13/2025	Hohlbein, Mary	Training & Travel	52.08
109494	08/13/2025	Ingram Library Services	Books - Adult	2,383.02
109494	08/13/2025	Ingram Library Services	Books-Children's	2,100.24
109494	08/13/2025	Ingram Library Services	Books - Young Adult	413.89
109570	08/20/2025	Integrity Business Solutions	Office/Library Supplies	202.23
109570	08/20/2025	Integrity Business Solutions	Office/Library Supplies	44.18
109570	08/20/2025	Integrity Business Solutions	Office/Library Supplies	66.78-
109495	08/13/2025	Jakeway, Patricia	Contracted Services	180.00
109497	08/13/2025	John E. Green Co.	Building Repair & Maintenance	728.69
109629	08/27/2025	John E. Green Co.	Building Repair & Maintenance	340.00
109403	08/06/2025	Lake, Hilary	Programming - Adult	200.00
109573	08/20/2025	Library Market	Contracted Services	1,500.00
109636	08/27/2025	Logee, Katherine	Contracted Services	450.00
109637	08/27/2025	Metropolitan Life Insurance Company	Fringe Benefits	395.98
109502	08/13/2025	Meyer Ace Hardware	Building Supplies	31.46
109502	08/13/2025	Meyer Ace Hardware	Building Supplies	2.69
109502	08/13/2025	Meyer Ace Hardware	Building Supplies	20.30
109502	08/13/2025	Meyer Ace Hardware	Building Supplies	10.79
109638	08/27/2025	Meyer Ace Hardware	Building Supplies	28.78
109639	08/27/2025	Meyerson, Gabriel	Contracted Services	121.50
109503	08/13/2025	Midwest Collaborative	Training & Travel	80.00
109503	08/13/2025	Midwest Collaborative	Programming - Children	75.00
109409	08/06/2025	Midwest Tape LLC	Audio Visual - Adult	34.99
109409	08/06/2025	Midwest Tape LLC	Audio Visual - Adult	42.99
109505	08/13/2025	Mindel, Julie	Contracted Services	120.00
109411	08/06/2025	Mitchell Graphics Inc.	Printing/Advertising/Postage	3,000.00
109581	08/20/2025	Mitchell Graphics Inc.	Printing/Advertising/Postage	159.50
109640	08/27/2025	Moffett, Nathaniel Brooks	Building Repair & Maintenance	8,148.25
109642	08/27/2025	North Central Mich. College	Training & Travel	240.00
109509	08/13/2025	Northern Gale Cleaning & Property Mgmt	Contracted Services	1,500.00
109643	08/27/2025	Northern Gale Cleaning & Property Mgmt	Contracted Services	1,500.00
109416	08/06/2025	Northland Library Cooperative	Contracted Services	4,786.23
109645	08/27/2025	OneAmerica	Fringe Benefits	86.00
109512	08/13/2025	Oriental Trading Company	Programming - Children	93.92
109514	08/13/2025	Peninsula Fiber Network LLC	Communications	89.10
109649	08/27/2025	Priority Health	Fringe Benefits	8,466.88
109422	08/06/2025	Smith, Christine R.	Programming - Adult	180.00
109650	08/27/2025	Smith, Christine R.	Programming - Adult	180.00
109529	08/13/2025	Sticky Life	Printing/Advertising/Postage	249.35
109530	08/13/2025	Straight A Enterprises LLC	Programming - Young Adult	1,500.00
109428	08/06/2025	T-Mobile	Communications	274.27
109594	08/20/2025	Turner, Lynn	Programming - Adult	100.00
109595	08/20/2025	Unique Management Services Inc.	Contracted Services	23.30
109432	08/06/2025	Van's Business Machines	Equipment Repair & Maintenance	160.14
109437	08/06/2025	Zonta Club of Petoskey	Community Outreach	300.00
Grand Totals:				55,898.25

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
271-000-202.000	98.68	55,996.93-	55,898.25-
271-790-724.000	8,948.86	.00	8,948.86
271-790-751.000	976.83	81.78-	895.05
271-790-752.000	381.85	.00	381.85
271-790-760.000	3,574.91	16.90-	3,558.01
271-790-760.100	2,100.24	.00	2,100.24
271-790-760.200	464.90	.00	464.90
271-790-761.000	495.70	.00	495.70
271-790-761.100	178.46	.00	178.46
271-790-761.200	45.48	.00	45.48
271-790-802.000	12,100.03	.00	12,100.03
271-790-850.000	561.96	.00	561.96
271-790-880.000	300.00	.00	300.00
271-790-905.000	3,408.85	.00	3,408.85
271-790-912.000	372.08	.00	372.08
271-790-920.000	3,638.70	.00	3,638.70
271-790-924.000	223.82	.00	223.82
271-790-930.000	15,480.44	.00	15,480.44
271-790-931.000	250.14	.00	250.14
271-790-955.000	10.99	.00	10.99
271-790-958.000	287.42	.00	287.42
271-790-958.100	660.00	.00	660.00
271-790-958.200	1,535.27	.00	1,535.27
Grand Totals:	56,095.61	56,095.61-	.00

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

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

CITY OF PETOSKEY
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 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	.00	18,903.82	18,500.00	403.82	102.18
271-081-403.000	CURRENT PROPERTY TAX	361.69	1,051,818.96	1,056,100.00	(4,281.04)	99.59
271-081-405.000	PROPERTY TAX - BEAR CREEK	116.60	253,133.78	253,900.00	(766.22)	99.70
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	.00	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	4,229.31	7,806.65	.00	7,806.65	.00
271-081-445.000	PENALTIES & INTEREST	.00	2,155.50	3,000.00	(844.50)	71.85
271-081-566.000	GRANTS	7,292.00	77,024.00	52,800.00	24,224.00	145.88
271-081-657.000	PENAL FINES	.00	86,330.64	60,000.00	26,330.64	143.88
271-081-658.000	REIMBURSEMENTS	50.00	3,790.61	6,500.00	(2,709.39)	58.32
271-081-687.000	PAID CARDS	75.00	2,930.00	3,000.00	(70.00)	97.67
271-081-692.000	COPIES	1,757.20	5,483.45	4,000.00	1,483.45	137.09
271-081-694.000	BOOK SALE	1,282.49	9,544.64	12,000.00	(2,455.36)	79.54
271-081-695.000	CONTRACTED WAGES	.00	9,636.00	12,000.00	(2,364.00)	80.30
271-081-696.000	MERCHANDISE SALES	122.70	1,612.15	500.00	1,112.15	322.43
	TOTAL OPERATING REVENUE	15,286.99	1,955,717.53	1,913,900.00	41,817.53	102.18
	<u>NON-OPERATING REVENUE</u>					
271-082-664.000	INTEREST INCOME	436.57	6,758.13	12,000.00	(5,241.87)	56.32
271-082-682.000	OTHER	265.83	3,653.21	4,000.00	(346.79)	91.33
271-082-684.000	BUILDING RENT	200.00	6,837.50	8,000.00	(1,162.50)	85.47
271-082-696.000	DONATIONS	401.31	8,526.51	40,000.00	(31,473.49)	21.32
	TOTAL NON-OPERATING REVENUE	1,303.71	25,775.35	64,000.00	(38,224.65)	40.27
	TOTAL FUND REVENUE	16,590.70	1,981,492.88	1,977,900.00	3,592.88	100.18

CITY OF PETOSKEY
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 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	37,624.00	315,585.38	498,500.00	182,914.62	63.31
271-790-704.000	SALARIES & WAGES - PART-TIME	17,786.49	151,604.18	264,100.00	112,495.82	57.40
271-790-724.000	FRINGE BENEFITS	25,444.10	169,938.79	236,400.00	66,461.21	71.89
271-790-751.000	OFFICE/LIBRARY SUPPLIES	937.86	6,455.61	10,000.00	3,544.39	64.56
271-790-752.000	BUILDING SUPPLIES	381.85	5,953.23	7,000.00	1,046.77	85.05
271-790-760.000	BOOKS - ADULT	3,558.01	23,221.27	45,000.00	21,778.73	51.60
271-790-760.100	BOOKS-CHILDREN'S	2,100.24	13,867.14	25,000.00	11,132.86	55.47
271-790-760.200	BOOKS - YOUNG ADULT	464.90	2,854.59	5,500.00	2,645.41	51.90
271-790-760.400	PERIODICALS	.00	7,090.87	9,000.00	1,909.13	78.79
271-790-761.000	AUDIO VISUAL - ADULT	541.66	5,418.14	11,000.00	5,581.86	49.26
271-790-761.100	AUDIO VISUAL - CHILDREN	178.46	638.14	1,500.00	861.86	42.54
271-790-761.200	AUDIO VISUAL - YOUNG ADULT	45.48	315.83	600.00	284.17	52.64
271-790-762.000	ELECTRONIC MATERIALS	.00	43,188.77	51,500.00	8,311.23	83.86
271-790-762.100	DATA BASES	.00	4,900.20	7,000.00	2,099.80	70.00
271-790-801.000	PROFESSIONAL SERVICES	.00	2,019.97	3,000.00	980.03	67.33
271-790-802.000	CONTRACTED SERVICES	12,100.03	83,727.15	124,700.00	40,972.85	67.14
271-790-850.000	COMMUNICATIONS	561.96	4,301.91	8,100.00	3,798.09	53.11
271-790-880.000	COMMUNITY OUTREACH	300.00	1,467.00	3,000.00	1,533.00	48.90
271-790-885.000	DONATION EXPENSE	.00	1.00	3,000.00	2,999.00	.03
271-790-887.000	BANK CHARGES	65.06	584.20	500.00	(84.20)	116.84
271-790-905.000	PRINTING/ADVERTISING/POSTAGE	4,085.84	26,229.66	45,000.00	18,770.34	58.29
271-790-912.000	TRAINING & TRAVEL	510.08	4,326.78	11,000.00	6,673.22	39.33
271-790-915.000	MEMBERSHIPS & DUES	.00	822.09	2,400.00	1,577.91	34.25
271-790-920.000	PUBLIC UTILITIES	3,638.70	20,370.93	32,000.00	11,629.07	63.66
271-790-924.000	HEATING FUEL	223.82	12,884.82	17,500.00	4,615.18	73.63
271-790-930.000	BUILDING REPAIR & MAINTENANCE	15,480.44	37,192.60	55,000.00	17,807.40	67.62
271-790-931.000	EQUIPMENT REPAIR & MAINTENANCE	250.14	5,358.92	10,400.00	5,041.08	51.53
271-790-937.000	INSURANCE & BONDS	.00	12,097.44	12,000.00	(97.44)	100.81
271-790-955.000	MISCELLANEOUS	10.99	1,821.52	3,000.00	1,178.48	60.72
271-790-958.000	PROGRAMMING - CHILDREN	378.83	5,125.75	8,500.00	3,374.25	60.30
271-790-958.100	PROGRAMMING - ADULT	660.00	6,752.87	15,000.00	8,247.13	45.02
271-790-958.200	PROGRAMMING - YOUNG ADULT	1,567.06	3,749.35	2,500.00	(1,249.35)	149.97
271-790-964.000	MAKERSPACE - EQUIP & SUPPLIES	.00	1,746.30	3,500.00	1,753.70	49.89
271-790-970.000	CAPITAL OUTLAY	.00	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	347.68	6,257.15	32,500.00	26,242.85	19.25
271-790-995.000	ADMINISTRATIVE FEES	.00	7,200.00	7,200.00	.00	100.00
	TOTAL LIBRARY	129,243.68	1,166,060.58	1,776,900.00	610,839.42	65.62

CITY OF PETOSKEY
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 31, 2025

FUND 271 - LIBRARY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
	<u>BOND DEBT REQUIREMENT</u>					
271-792-991.000	PRINCIPAL PAYMENT	.00	.00	255,000.00	255,000.00	.00
271-792-992.000	INTEREST PAYMENT	.00	6,036.70	12,100.00	6,063.30	49.89
271-792-993.000	PAYING AGENT FEES	.00	250.00	300.00	50.00	83.33
	TOTAL BOND DEBT REQUIREMENT	.00	6,286.70	267,400.00	261,113.30	2.35
	TOTAL FUND EXPENDITURES	129,243.68	1,172,347.28	2,044,300.00	871,952.72	57.35
	NET REVENUES OVER EXPENDITURES	(112,652.98)	809,145.60	(66,400.00)	875,545.60	1,218.59

CITY OF PETOSKEY

BALANCE SHEET
AUGUST 31, 2025

FUND 271 - LIBRARY FUND

ASSETS

271-000-001.000	CASH	365,414.85	
271-000-001.700	CASH - FIFTH THIRD LIBRARY	329,580.22	
271-010-004.000	WORKING FUND - LIBRARY	175.00	
271-010-020.000	TAXES RECEIVABLE - CURRENT	841,659.59	
271-010-026.000	TAXES RECEIVABLE - DELINQUENT	5,019.50	
	TOTAL ASSETS		1,541,849.16

LIABILITIES AND EQUITY

LIABILITIES

271-040-226.000	DUE TO TOWNSHIPS	253,160.81	
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		268,879.07

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	809,145.60	
	TOTAL FUND EQUITY		1,272,970.09
	TOTAL LIABILITIES AND EQUITY		1,541,849.16

Petoskey District Library

Director's Report: September 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.

Departmental Updates:

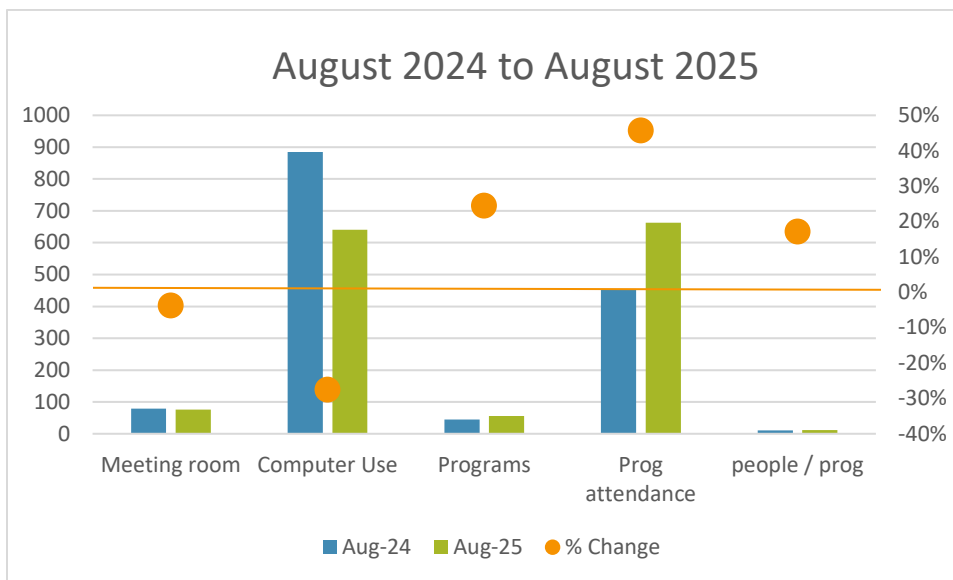
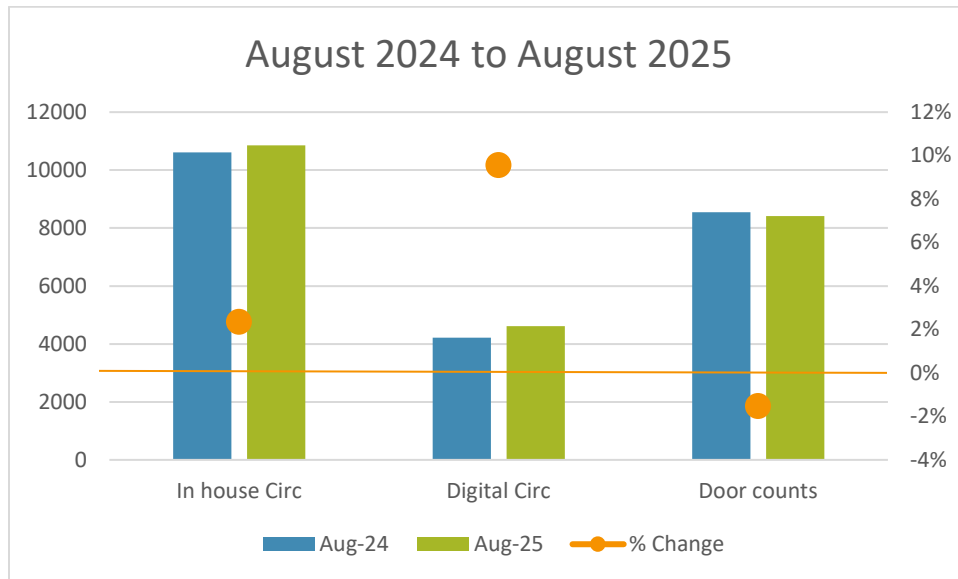
- Megan added another few Themes and rearranged some of the collection to accommodate them. Fairy Tales have been moved and are now integrated into non-fiction.
- Jodi, Mary B and I are re-working the book donation process and will be changing the minimum amount for a book plate.
- Mary Sue was able to attend the city's meeting on homelessness in the area. Here notes are attached below.
- We have signed up to attend the LTBB Business After Hours events.

Val's Update:

- In preparation for the repair work from water damage, we had a clean out day. All staff was tasked with cleaning out their office space and discarding unneeded items. Some items to note: a 30-year-old printer that moved with us from the Carnegie finally had its last copy and was sent to be put to its final resting place.
- The repair work has begun as of September 15. Good news, we found out that the second-floor staff office does not need new drywall. Bad news, we do not qualify for an insurance claim (mainly because we have a 10,000 deductible).
- Steve met with the consultant about the environmental study on the Carnegie building. We will be discussing window and window vendors soon.
- Dillon Geshel, Interim Executive Director of MLA, is able to attend a board meeting to present on MI Right to Read and what is happening with the efforts.
- Growing Readers Together update: Tutoring will begin October 6. Emma and Johnny are working on the schedule. Family Literacy Nights have been discontinued, due to lack of participation. We have decided to actively meet with each parent for a one on one meeting about the library and the importance of checking out books. We will be purchasing special bags, funded in part by a donation from the Friends, to help the families keep their library books organized. The Public Schools of Petoskey, while still our partner and assisting with scores and scheduling and training, will no longer be able to fund the tutors. We will be attempting to self-fund this year, while I look for potential partners for future years.
- Staff and I attended the Website kickoff meeting. We will be migrating to an updated platform this fall. No major changes.
- I hosted the all staff party and the Boyne District Library hosted the first BDL/CPL/PDL staff party. We had a pizza party and made tie dye and talked to lots of new library people.

- MLA Board Exec Dir search committee is progressing well. The board just approved the hiring of a search firm and we are hoping to announce the formal search process at conference next month.

Statistics



Memorandum of Understanding

Between Emmet County, a Michigan municipal corporation and the Petoskey District Library, a class IV District Library.

Subject: Mutual, short-term “shelter-in-place” use of facilities following an evacuation

1) Parties and Purpose

This Memorandum of Understanding (“MOU”) is between **Emmet County, Michigan** (“County”) and the **Petoskey District Library** (“Library”). Its purpose is to set out a simple process for either party to temporarily use the other party’s facilities as a short-term shelter location when one party’s primary facility must be evacuated and an immediate, nearby indoor location is needed for staff and/or visitors/patrons.

Primary facilities referenced:

- **County:** Emmet County Building, 200 Division Street, Petoskey, MI 49770. [Emmet County](#)
- **Library (Main):** 500 E. Mitchell Street, Petoskey, MI 49770. [Petoskey Library](#)
- **Library (Carnegie Building):** 451 E. Mitchell Street, Petoskey, MI 49770. [Petoskey Area Petoskey Library](#)

This MOU does not create any joint venture or employment relationship.

2) Activation and Use Procedure

When an evacuation occurs and short-term indoor sheltering is needed:

1. **Request:** The evacuating party contacts the other party’s listed point of contact (Section 5) stating (a) the incident, (b) estimated number of people, and (c) expected duration.
2. **Acceptance/Availability:** The receiving party confirms availability and identifies which facility/room(s) can be used and for how long (generally intended for **short-term** use measured in hours, not days).
3. **On-Site Coordination:** The receiving party will provide access and a point of contact on site. The evacuating party remains responsible for supervising its own employees, visitors, or patrons, and for following the receiving party’s posted rules, safety directions, and policies.
4. **Services/Costs:** Each party bears its **own** costs. No fees are expected for short-term sheltering under this MOU. Any unusual costs requested by the evacuating party (e.g., special equipment) require prior written consent.
5. **Security & Safety:** The evacuating party coordinates with public safety as needed and will not bring prohibited items into the receiving facility. ADA access needs will be communicated in the request.

6. **Wrap-Up/Return:** The evacuating party will promptly vacate once the precipitating condition ends or the agreed time window closes, and will leave the space in substantially the same condition, ordinary wear and tear excepted. The evacuating party shall reimburse the receiving party for repairing damage caused to the receiving party's facility by the evacuating party's occupation.

3) No Mutual Aid Staffing; No Medical Care

This MOU is for **space only**. It does not obligate either party to provide staff, medical care, counseling, food, blankets, cots, or transportation. If either party independently offers amenities, it does so at its discretion.

4) Term; Suspension; Termination

- **Effective Date:** Upon the last signature below.
- **Term:** Three (3) years, auto-renewing for one-year periods unless either party provides 30 days' written notice of non-renewal.
- **Immediate Suspension:** Either party may suspend use at any time if safety, capacity, security, or operational concerns so require.
- **Termination:** Either party may terminate with 30 days' written notice; termination does not affect prior, proper uses.

5) Contacts (for activation & general administration)

County (Primary):

- **Office of Emergency Management** – 1201 Eppler Rd., Petoskey, MI 49770; 231-776-1006; emergencymanagement@emmetcounty.org. [Emmet County](#)
- **Administrative Backup: County Administration** – 200 Division Street, Suite G70, Petoskey, MI 49770; 231-348-1700; administration@emmetcounty.org. [Emmet County](#)

Library (Primary):

- **Petoskey District Library – Main** – 500 E. Mitchell St., Petoskey, MI 49770; 231-758-3100. **Director:** Valerie Meyerson, 231-758-3120. [Petoskey Library](#)
- **Carnegie Building** – 451 E. Mitchell St., Petoskey, MI 49770 (reserve/coordinate via main line above). [Petoskey Library Petoskey Area](#)

Either party may update its contacts by email to the other; updates are effective upon receipt.

6) Liability; Immunities; Insurance

- a) **Own Acts Only:** Each party is responsible for injuries, damages, or losses **proximately caused by its own acts or omissions** and those of its employees, officers, or agents except as otherwise provided by law.
- b) **No Indemnity; Immunity Preserved:** Nothing in this MOU creates a right of indemnification or a waiver of defenses or immunities, including governmental immunity available under Michigan law.
- c) **Insurance/Self-Insurance:** Each party will maintain reasonable insurance or self-insurance consistent with its public-entity risk program and budget.
- d) **No Liability if Unable to Provide Spaces:** A party shall have not be liable to the other party if they are unable to provide space when requested.

7) Records; Notices

Activation requests may be made by phone/email to Section 5 contacts. Formal notices under this MOU must be sent to the Section 5 administrative contacts.

8) Entire Understanding; Non-Binding Beyond Stated Terms

This MOU is the entire understanding of the parties on this narrow subject. It does not obligate capital upgrades, staffing, or funding, and creates no third-party beneficiary rights.

Signatures

Emmet County, Michigan

By: _____
Name/Title: Dave Boyer, Administrator
Date: _____

Petoskey District Library

By: _____
Name/Title: Valerie Meyerson, Director
Date: _____

Library Mission Statement: *The Petoskey District Library nurtures knowledge, drives discovery, and creates community.*

The Petoskey District Library adheres to the State of Michigan, Gifts and Donations – Act 136 of 1921 and encourages the interest and involvement of citizens and organizations through contributions of books or non-book materials, real or personal property, gifts that will enhance the physical environment of the library, and bequests, trusts, or other donations of monetary value. It is the policy of the Petoskey District Library to accept gifts based on the following principles:

General Principles

1. Gifts may be accepted on the condition that the Library retains the right to dispose of the gift in the way the staff deems most beneficial to the Library. The wishes of the donor will be followed insofar as they align with the mission of the Library. The library board of trustees reserves the right to make the final decision on the disposition of any gift.
2. The library director will assist patrons in devising a giving plan to direct funds so a planned gift meets the mission of the library.
3. All donations (money or materials) become the sole property of the library. The library may or may not put materials into the collection based on their physical condition and usefulness to library patrons. The library is not obligated to keep donated materials for any designated length of time.
4. The library staff will not appraise items, but will provide, on request, a receipt to the donor for the gift.
5. The library retains documentation of donations that exceed \$1,000 for seven years. Documentation of art donations over \$3,000 will be kept permanently.
6. Prior to disposal of a donated item, where value exceeds \$1,000, the item will be presented for discussion on a library board of trustee meeting agenda.
7. A personal note from the director to the donor shall acknowledge all gifts.

Books or other library materials

1. Books or other library materials purchased by the donor for presentation to the library will be gratefully accepted, provided they meet the library's selection policies and procedures. These materials will also follow General Principle 1, as the Library has the right to dispose of the material when beneficial to the Library.
2. Accepted gift items may be integrated into the regular library collection and made available to all library patrons, and otherwise handled as any other material belonging to the library.
3. Materials that do not meet the library's selection criteria will be disposed of at the discretion of the library staff. Items not added to the library's collection may be sold at the Friends of the Library sale.
4. With a donation of \$35 or more, we will print a name and personalized message of your choice inside a book.
 - a. Complete either the online donation form or complete a printed donation form and return to the library.
 - b. The library staff will select a title and add a book plate to the item.
 - c. The item will have a special tag added to the catalog record for searchability.

- d. All gift items are subject to the same collection and withdrawal standards of the library.

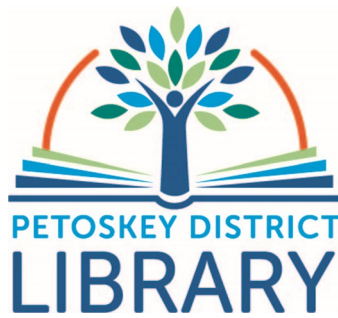
~~A minimum of \$25 may be donated for the purpose of purchasing a book in honor or in memory of a someone. Once completed, the book donation form should be turned in to staff. The gift book form may be obtained from staff or found on the library's website. A gift bookplate will be affixed to those materials.~~

5. The Petoskey District Library welcomes the donation of gently used materials in good, clean condition with the understanding that the library may use the items as it sees fit. Items may be added to the collection, given to other libraries or agencies, or offered to the Friends of the Library for their used book store. For large donations of used materials, donors should call in advance to schedule a drop-off. The Library reserves the right to decline donations of certain materials, including but not limited to:
 - a. Condensed books, text books, encyclopedias, or magazines,
 - b. Outdated informational books,
 - c. DVD, Music CDs, VHS and cassette tapes,
 - d. Any material with a musty odor or dusty appearance.
6. Donors who would like a receipt for tax purposes should have an accurate count of hardcover, softcover, and media items donated.

Art donations

1. Authorization to accept art gifts lies with the Board of Trustees. An Art Committee, as defined by the library director, may make recommendations on the acceptance or refusal of such gifts.
2. Circumstances under which a gift may be refused include but are not limited to:
 - a. cost to manage the asset will exceed the benefit of the gift,
 - b. gift is not the appropriate size,
 - c. gift or gift purpose does not meet the mission of the library.
3. Art gifts are subject to appraisal by an appraiser approved by both the library director and donor and paid for by the donor.
4. All nameplates are to be purchased through the library.

Petoskey District LIBRARY BUDGET Narrative: 2026



Reviewed: September 25, 2025

PETOSKEY DISTRICT LIBRARY BUDGET NARRATIVE: 2026

The purpose of this document is to provide a clear explanation of major year-to-year changes in the library's budget. Line items that remain stable will not be discussed in detail, though brief explanatory notes are included directly on the budget worksheet.

The worksheets that accompany this narrative include the **General Library Budget Worksheet** as the primary document. Following that, you will find additional worksheets that provide more detail on specific categories. These include:

- **Technology Worksheet**
- **Maintenance Worksheet**
- **Bond Debt Fund Worksheet**

Together, these supporting sheets are intended to provide transparency and context for the figures on the main budget worksheet. Please note the highlighted lines represent items with funds directly connected to the strategic plan.

Revenues

State Aid

The library will receive state aid at the legislated rate of **\$0.533986 per capita**. This amount is distributed in two parts: one portion based on our population, and another based on our membership in the Northland Library Cooperative. However, the cooperative bills us for half of the total allocation in order to fund its operations. While this funding has been committed, it is important to note that, at the time of writing, the state budget has not yet been formally approved. This creates some uncertainty regarding the final amount and timing of disbursement.

Tax Revenues

Taxable property values in our service area have increased again this year, resulting in higher tax revenues for the library. For planning purposes, I have projected a **2.5% increase** from the townships. For the City of Petoskey, I am using the estimate provided by Ms. Plath, Director of Finance. These tax revenues remain the library's main source of funding.

PILOT (Payment in Lieu of Taxes)

This is a **new revenue line item** introduced by the City of Petoskey. It was added to have a more accurate representation of our revenues. While the amount is relatively small compared to traditional tax revenues, it represents an additional contribution to the library's funding stream and will provide modest ongoing support.

Grants

Grants this year include the Northland Library Cooperative, Commission on Aging, and a continuing education grant from the Library of Michigan. Last year we received

PETOSKEY DISTRICT LIBRARY BUDGET NARRATIVE: 2026

the funds for two Petoskey-Harbor Springs Area Community Foundation grants. At the time of budget approval, the plans for another grant application are not solidified.

Donations

In past years, the Public Schools of Petoskey contributed funds to help support the Growing Readers Together tutoring program. Beginning this year the library will **self-fund this program** while we research other additional funding sources

EXPENSES

Salaries and Wages

Overall staffing costs have increased by **6%** in this budget year. This reflects a **3% cost-of-living adjustment (COLA)** for all staff, as well as salary adjustments for select positions to ensure equity and competitiveness within our market.

The table below shows the library's staffing history over the past several years, including the number of full-time (FT) and part-time (PT) employees, weekly hours worked, and the resulting full-time equivalent (FTE). While the number of employees has fluctuated, the overall FTE has remained relatively stable, demonstrating the library's commitment to maintaining consistent staffing levels to meet community needs.

Staff History - Budgeted # of staff

Year	FT # of people	FT weekly hours	PT # of people	PT weekly hours	FTE
2026	8	320	15	264	14.6
2025	8	320	13	257	14.4
2024	8	320	13	261	14.5
2023	9	340	12	232	14.3
2022	9	340	11	206	13.6
2021	8	302	13	258	14.0
2020	7	265	16	293	13.9
2019	8	320	16	279	14.9
2018	7	265	16	284	13.7

Materials Budgets

The overall collection budget will remain consistent with prior years. However, this budget reflects a **strategic shift in resource allocation**: funding for **digital collections** will increase significantly, while the budget for print materials will be reduced. This adjustment responds to evolving community usage trends, ensuring that the library continues to meet patrons' changing expectations for access to digital

content. The database line was reduced because we discontinued our subscription to Ancestry.com.

Professional Services

This line typically covers accountant and lawyer fees. This year I am planning to get a legal review of our district library agreement.

Contracted Services

This category has been restructured for greater transparency. A new line item, **Contracted Services: Software**, has been created to separate technology-related services from general contracted services.

- **Contracted Services: Software** will now include all expenses drawn from the technology budget (e.g., software licensing, subscriptions, and cloud-based services).
- **General Contracted Services** will continue to cover non-technology services essential to library operations, such as tutoring, cleaning, waste removal, and other facility-related needs.

Printing, Advertising, and Postage

An additional **\$4,000** has been allocated in this category to support **new signage**, which is part of the library's Strategic Plan. This investment will enhance wayfinding and improve communication with patrons.

Training and Travel

Professional development remains a priority. In addition to the regular state conferences, this budget includes support for:

- One staff member to attend the **American Library Association (ALA) Annual Conference**.
- One staff member to attend the **Public Library Association (PLA) Conference**.

These national opportunities will provide valuable professional growth, expand staff expertise, and bring innovative practices back to the library.

Membership & Dues

This line was reduced now that the cooperative is funding our organizational dues for Michigan Library Association.

Building Repair and Maintenance

Ongoing building upkeep continues to be a focus. This year's budget includes the **refurbishment of the main entry doors**, in addition to general maintenance. By

proactively addressing facility needs, the library ensures the building remains welcoming, safe, and functional for all patrons.

Miscellaneous

Following guidance from the strategic plan new policies were implemented to support staff, including Wellness Committee activities and logo wear.

Programming

Adult programming expenses are higher this year due to the library's hosting of the **"Women and Water" exhibit** in the fall. This event will expand cultural programming opportunities and attract new audiences to the library.

Capital Outlay

Two modest but impactful projects are planned under capital outlay:

1. A **wall playscape** for the Children's Department to enhance early literacy and play-based learning opportunities.
2. Installation of a **sconce in the lower level of the main stairway**, improving safety for our patrons.

Technology Equipment and Software

Several major technology purchases are planned this year:

1. **Upgrades to self-check kiosks**, self-checkout represents 30% of our in-house circulation.
2. **Smart boards for the meeting rooms**, enhancing interactive programming and ease of community use.
3. Replacement of the **main library photocopier**, a heavily used piece of equipment that has reached the end of its useful life.

Debt Fund and Fund Balances

Bond Debt

The library's bond debt payments are gradually decreasing, with the **final payment scheduled for 2028**. While the payment for this year is lower than in prior years, it is important to note that payments will **increase again in 2027 and 2028** before retiring fully. We may need to slow our strategic plan projects next year, to accommodate the increased payment.

Fund Balance

This budget includes a planned contribution of **at least \$25,000** to the library's fund balance. While less than I had wanted, this budget addresses several goals of our strategic plan.

Petoskey District Library: 2026 Budget DRAFT

Account Number	Account Description	2024 Year End	2025 Budget	YTD: Aug 31	Projected 2025	2026 Budget Request	Comments - 2026
<u>OPERATING REVENUES</u>							
271-081-402.000	STATE AID	17,758	18,500	18,904	18,900	18,500	\$ 533986 per capita (17,400 legal) direct & indirect
271-081-403.000	PROPERTY TAX for Operations & Debt: City of Petoskey	1,019,552	1,056,100	1,051,819	1,051,500	1,077,200	Per Audrey
271-081-405.000	PROPERTY TAX - Bear Creek	227,974	253,900	253,134	253,000	259,300	TV: 675,823,859 - TV up 8%, budget 2.5% increase
271-081-407.000	PROPERTY TAX - Resort	178,236	207,200	200,806	200,800	205,800	TV: 537,178,171 - TV up 7%, budget 2.5% increase
271-081-409.000	PROPERTY TAX - Little Trav.	147,278	166,400	165,364	165,300	169,400	TV: 439,834,630 - TV up 6%, budget 2.5% increase
271-081-411.000	PROPERTY TAX - Springvale	53,836	58,000	59,377	59,400	60,900	TV: 161,421,847 - TV up 8%, budget 2.5% increase
271-081-432.000	PROPERTY TAX - PILOT			7,807	7,800	7,600	per Audrey
271-081-445.000	PENALITIES & INTEREST	1,470	3,000	2,155	2,500	2,500	
271-081-566.000	GRANTS	25,784	52,800	53,744	53,700	23,000	NLC 8500; COA: 13000; LM Cont Ed grant 1500
271-081-657.000	PENAL FINES	72,284	60,000	86,330	86,300	70,000	
271-081-658.000	REIMBURSEMENTS	3,497	6,500	3,790	6,000	6,500	For lost books; FOPPL Newsletter 2600; NLC TLL / postage 2000; NLC SRP 500
271-081-687.000	PAID CARDS	3,745	3,000	2,930	3,500	3,500	non-residents who do not qualify for a reciprocal card.
271-081-692.000	COPIES / OTHER FEES	6,089	4,000	5,483	5,500	6,000	
271-081-694.000	BOOKSALE	14,458	12,000	9,545	13,500	13,000	
271-081-695.000	CONTRACTED WAGES	12,423	12,000	9,636	13,500	14,000	This comes from PAC2. (Mary Sue is System Administrator)
271.081.696	MERCHANDISE SALES	746	500	1,612	1,700	1,500	New line item.
<u>NON-OPERATIONAL REVENUES</u>							
271-082-664.000	INTEREST INCOME	18,573	12,000	6,758	10,000	13,000	per Audrey
271-082-682.000	OTHER	6,470	4,000	3,653	4,000	4,000	
271-082-684.000	BUILDING RENTAL	8,550	8,000	6,837	8,400	8,000	Meeting Room Use & MOU w/ CTAC
271-082-696.000	DONATIONS	41,293	40,000	31,536	33,000	10,000	PSP no longer donating for GRT
	TOTAL REVENUES:	1,860,016	1,977,900	1,981,220	1,998,300	1,973,700	

Petoskey District Library: 2026 Budget DRAFT

Account Number	Account Description	2024 Year End	2025 Budget	YTD: Aug 31	Projected 2025	2026 Budget Request	Comments - 2026
<u>OPERATING EXPENDITURES</u>							Wage increase over last year:
271-790-702.000	SALARIES & WAGES: Full Time	472,651	498,500	315,585	498,500	532,300	6.0%
271-790-704.000	SALARIES & WAGES: Part Time	218,566	264,100	151,604	264,100	276,100	Personnel is 64% of Operating Exp (Nat Avg = 67%)
271-790-724.000	FRINGE BENEFITS	233,413	236,400	169,939	254,300	269,300	Includes health/FICA/retirement/HSA & PLD payout
271-790-751.000	OFFICE/LIBRARY SUPPLIES	11,434	10,000	6,456	10,000	11,500	plus 1500 for chair cushions / SP
271-790-752.000	BUILDING SUPPLIES	9,169	7,000	5,953	9,000	8,500	
271-790-760.000	BOOKS - ADULT	35,790	45,000	23,221	40,000	40,000	Material Exp. 2018: 99715 Materials Exp 2019: 102,240
271-790-760.1.000	BOOKS - CHILDRENS	19,913	25,000	13,867	23,000	24,000	Materials Exp 2020: 114,211 Materials Exp 2021: 109,050
271-790-760.2.000	BOOKS - YOUNG ADULT	4,829	5,500	2,855	5,500	5,000	Materials Exp 2022: 115,491 Materials Exp 2023: 119,337 Materials Exp 2024: 120,900 Materials Budget 2025: 154,300
	Total Books:	60,532	75,500		68,500	69,000	
271-790-760.400	PERIODICALS	7,867	9,000	7,091	9,000	9,000	All print serials, magazines & newspapers
271-790-761.000	AUDIO VISUAL - ADULT	10,366	11,000	5,418	8,000	8,300	DVD, CD Audio Books, CD Music, Games, Roku
271-790-761.100	AUDIO VISUAL - CHILDRENS	1,016	1,500	638	1,500	1,500	adding new Switch II games
271-790-761.200	AUDIO VISUAL - YOUNG ADULT	417	600	315	600	1,000	adding Library of Things
	Total AV:	11,799	13,100		10,100	10,800	
271-790-762.000	ELECTRONIC MATERIALS	34,943	51,500	43,189	51,500	61,000	OverDrive: 8000; Hoopla: 21000; Kanopy: 5000; OVD Advantage: 26000 (CH/Teen: 3000)
271-790-762.1	DATABASES	5,758	7,000	4,900	4,900	4,500	Value Line 2795; Mango 1700
271-790-801.000	PROFESSIONAL SERVICES	2,419	3,000	2,020	3,000	5,000	Accountant; Lawyer (review DL agreement)
271-790-802.000	CONTRACTED SERVICES	143,476	144,710	83,727	130,000	95,100	NLC 9300; snowplow 4000; cleaning 39000; recycling 900; Unique 500; Fire Alarm 2500; eRate 600; GRT 25000; parking lot 2500; OCLC 600; garbage 1800; Ots 4500; Play Group 3900
271-790-802.100	CONTRACTED SERVICES: Software					39,360	see Tech work sheet- previous years, this was included in general contracted services.
271-790-850.000	COMMUNICATIONS	7,916	8,100	4,302	8,100	8,280	POTS Lines 210 / Internet 90 / 13 hotspots 390

Petoskey District Library: 2026 Budget DRAFT

Account Number	Account Description	2024 Year End	2025 Budget	YTD: Aug 31	Projected 2025	2026 Budget Request	Comments - 2026
271-790-880.000	COMMUNITY OUTREACH	3,760	3,000	1,467	3,000	2,530	Community Events: 1500; Rotary 300; Kiwanis 300; Zonta 430
271-790-885.000	Donations Expense	1,767	3,000	1	1,000	3,000	Give away items that we receive donated funds for: including tshirts, books, prizes
271-790-887.000	Bank Charges	527	500	584	900	800	
271-790-905.000	PRINTING/ADVERTISING/ POSTAGE	38,573	45,000	26,230	40,000	46,100	Newletter 18800; eddm postage 11600; MailChimp 1600; Postage 3200; Advertisments 2800; Misc Printing 2000; SRP 500; Phone Guide 300; Downtown Sound 300; LogoWear 1000; SP signage 4000 MLA Annua (2) 3500; In Service 1000; Spg Inst (1MG) 800; MLA 1000; misc 1100; ALA NK: 2500; Hist Cong MG: 800; PLA JH 2500 (apply for LM cont ed stipend)
271-790-912.000	TRAINING/TRAVEL	11,769	11,000	4,327	11,000	13,200	
271-790-915.000	MEMBERSHIP & DUES	2,177	2,400	822	1,500	1,500	5 Ind MLA 420; ALA 250; MCLS 125; TLN 65; Hist. Soc 100; Chamber 315
271-790-920.000	PUBLIC UTILITIES	34,713	32,000	20,371	30,000	33,000	
271-790-924.000	HEATING FUEL	10,869	17,500	12,885	15,000	16,500	
271-790-930.000	BUILDING REPAIR & MAINTENANCE	44,759	55,000	37,193	55,000	59,500	see Maintenance worksheet
271-790-931.000	EQUIPMENT REPAIR & MAINTENANCE	4,611	10,400	5,359	10,400	4,200	see Tech work sheet (moved some items to new acct #)
271-790-937.000	INSURANCE & BONDS	11,105	12,000	12,097	12,100	12,500	payments to libraries for missing items; Wellness: 1700; SWAG 1050
271-790-955.000	MISCELLANEAOUS	2,902	3,000	1,822	3,000	5,700	
271-790-958.000	PROGRAMMING - CHILDRENS	6,338	8,500	5,126	8,500	9,500	cost of programming going up - increase SRP kickoff
271-790-958.100	PROGRAMMING - ADULT PROGRAMMING - YOUNG ADULT	8,639	15,000	6,753	12,000	17,000	Exhibit: 5000
271-790-958.200	MAKERSPACE: equipment/supplies	2,907	2,500	3,749	4,500	3,000	cost of programming going up
271-790-964	equipment/supplies	3,268	3,500	1,746	3,500	3,500	supplies; Library of Things 2000
271-790-970.000	CAPITAL OUTLAY	111,950	200,000	170,991	200,000	5,500	3000 for children's indoor playscape; 2500 sconce in LL stair
271-790-985.000	EQUIPMENT TECH - EQUIPMENT & SOFTWARE	2,368	5,000	-	5,000	5,000	
271-790-986.000	SOFTWARE	22,361	32,500	6,257	22,000	43,500	see Tech work sheet
271-790-995.000	ADMINISTRATIVE FEES	7,000	7,200	7,200	7,200	7,400	

Petoskey District Library: 2026 Budget DRAFT

Account Number	Account Description	2024 Year End	2025 Budget	YTD: Aug 31	Projected 2025	2026 Budget Request	Comments - 2026
	Total Operating Expenditures:	1,552,306	1,796,910	1,166,060	1,766,600	1,692,700	
	<u>BOND EXPENDITURES</u>						
271-792-991.000	PRINCIPAL PAYMENT	260,000	255,000	-	255,000	245,000	
271-792-992.000	INTEREST PAYMENT	14,294	12,100	6,037	12,100	9,200	
271-792-993.000	PAYING AGENT FEES	250	300	250	250	300	
	Total Debt Expenditures:	274,544	267,400	6,287	267,350	254,500	
	TOTAL EXPENDITURES:	1,826,850	2,064,310	1,172,347	2,033,950	1,947,200	
	Excess Of Revenues Over Expenditures	33,166	(86,410)	58,590	(35,650)	26,500	
	General Fund Balance	186,076	99,666	244,666	150,426	176,926	
	Building Reserve Fund Balance	273,000	273,000	273,000	273,000	273,000	**Highlighted include expenses from Strategic Planning

Petoskey District Library: 2026 Budget DRAFT Technology Worksheet

<u>IT Equipment</u>	2025	2026	Wish List	Notes
Solar Power Station			\$ 10,000	Outdoor umbrella charging table
Electronic Catalogs: 5 iPads computers upgrades / replacement	\$ 5,000			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 self check 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		This covers items like new barcode scanners, printers, cameras, and other items that may need to be replaced throughout the year.
Smaller IT equipment	\$ 3,000	\$ 4,000		
RFID Wand for Inventory	\$ 5,000			
Wireless Access Points	\$ 1,500	\$ 1,500		This includes upgrades to our current WAPs. six inside/3 outside
Category SubTotal	\$ 26,500	\$ 43,500		Acct #: 271-790-986.000
<u>Equipment Maintenance</u>	2025	2026	Wish List	Notes
Miscellaneous	75	2000		physical/nuts & bolts - if they touch equipment it goes here
Photocopier Maintenance	\$ 2,000	\$ 2,200		Van's photocopy service
Category SubTotal	\$ 2,075	\$ 4,200		Acct #: 271-790-931.000

Petoskey District Library: 2026 Budget DRAFT Technology Worksheet

<i>Software Maintenance / Support</i>	2025	2026	Wish List	Notes
Barracuda filter	\$ 1,825	\$ 2,500		This is the filtering software on our computers.
Camera Cloud Support	\$ 825	\$ 350		One year.
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 from 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		Support for our RFID self check system
Library Market	\$ 1,500	\$ 1,500		Calendar/Mtg Room Booking
Humanity: Scheduling	\$ 750	\$ 750		Staff scheduling system
Live Chat Service	\$ 350	\$ 350		
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		Website hosting and maintenance
Windows OS		\$ 2,000		
Zoom		\$ 160		
TBS	\$ 2,110	\$ 2,100		PC and Print manager for the public computers and printers.
Category SubTotal	\$ 24,820	\$ 39,360		Acct #: 271-790-802.100
Grand Total	\$ 53,395	\$ 87,060	\$ 15,000	

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		
TOTAL:	31,500.00	55,000.00	59,500.00	Acct #: 271-790-930

Petoskey District Library Debt Fund Planning

	Refunded - 2021			
Year	Principal: October 1	Interest: April 1	Interest: October 1	Total: P&I
2021	205,000	28,734.38	28,734.38	262,468.76
2022	220,000	12,392.48	10,279.48	242,671.96
2023	265,000	9,026.58	9,026.58	283,053.16
2024	260,000	7,517.40	7,517.40	275,034.80
2025	255,000	6,036.70	6,036.70	267,073.40
2026	245,000	4,584.48	4,584.48	254,168.96
2027	285,000	3,189.20	3,189.20	291,378.40
2028	275,000	1,566.13	1,566.13	278,132.26
	1,805,000			