

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

Thursday, October 23, 2025, 5:00 p.m.

Call to order

Agenda

Public Comments:

Approval of Minutes: September 25, 2025

Approval of Bills: September 2025

Treasurer's Report on Financial Statements

Reports:

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

Board Members' Comments:

Unfinished Business:

New Business:

1. Review Social Media Policy

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 25, 2025

The meeting was called to order at 5:00 PM.

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 Comments: There were no public comments.

Approval of Minutes: The minutes of the meeting of September 4, 2025 were approved by unanimous consent.

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

Treasurer's Report on Financial Statements: Trevor stated that revenues are still exceeding expenditures and that we are doing well.

Reports:

- Friends of the Library - There was no representative present.
- Comments/Questions from Township Representatives: Garrett Muir, representing Bear Creek Township, was present but had no questions or comments.
- Director's Report - Val had provided a written report. She reminded Board members that the Friends fundraiser Night at the Library is coming up on October 9 and tickets are available. Repairs due to leaks along the east wall of the library are nearly complete. There will be no insurance claim due to the high deductible. The teen area sofa is being reupholstered. The website will be transferred to the new program and has been checked for compliance with the new ADA accessibility requirements. Val also shared that new information from the schools indicates that they will be able to assist again in the spring with funding for the Growing Readers Together program.

Board Member Comments: Amy was happy to learn that the tutoring program will continue and that the staff is near the end of dealing with construction disruptions. Kim inquired if the new Wellness Committee activities are well received, and Val replied that they seem successful.

Unfinished Business: There was no unfinished business.

New Business:

1. Memorandum of Understanding with Emmet County - This is to formalize an understanding that in the event of an emergency either party may shelter at a facility of the other party. * Laura moved and Trevor seconded to approve the Memorandum of Understanding with Emmet County as presented. Motion carried unanimously.
2. Gifts and Donations Policy Update - This update included a new minimum donation amount for a gift book and new wording in the instructions.
*Amy moved and Laura seconded to approve the update to the Gifts and Donations Policy. Motion carried unanimously.
3. 2026 Budget Presentation - Val led the Board through the proposed budget for 2026, provided explanations and entertained questions. Discussion. Moira asked when we could expect to hear about money from the state. Val replied that no one had any idea due to the fact that it was looking doubtful that the state legislature would have a budget in place by the October 1 deadline. Kim noted that grant dollars are down for 2026, and the uncertainty of the amount received from penal fines was discussed. Board members stated their appreciation for Val's presentation.
*Kim moved and Ann seconded to approve the 2026 budget as presented.
Motion carried unanimously.

Public Comment: Garrett announced that the county is working on a master plan, and there will be open houses to collect public opinion. Check the Emmet County website for details.

Adjournment: The meeting was adjourned at 5:54 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
109810	09/17/2025	AARP	Programming - Adult	60.00
109884	09/24/2025	Alliance Entertainment	Audio Visual - Adult	151.98
109884	09/24/2025	Alliance Entertainment	Audio Visual - Children	33.20
109884	09/24/2025	Alliance Entertainment	Audio Visual - Adult	213.24
109814	09/17/2025	Amazon Capital Services	Makerspace - Equip & Supplies	125.83
109814	09/17/2025	Amazon Capital Services	Books-Children's	17.98
109814	09/17/2025	Amazon Capital Services	Books - Young Adult	10.08
109814	09/17/2025	Amazon Capital Services	Building Supplies	14.28
109814	09/17/2025	Amazon Capital Services	Books - Adult	28.08
109814	09/17/2025	Amazon Capital Services	Audio Visual - Young Adult	118.29
109814	09/17/2025	Amazon Capital Services	Books - Young Adult	34.25
109814	09/17/2025	Amazon Capital Services	Books - Adult	90.49
109814	09/17/2025	Amazon Capital Services	Books - Adult	143.38
109814	09/17/2025	Amazon Capital Services	Office/Library Supplies	50.05
109814	09/17/2025	Amazon Capital Services	Makerspace - Equip & Supplies	48.97
109814	09/17/2025	Amazon Capital Services	Periodicals	7.20
109814	09/17/2025	Amazon Capital Services	Books - Young Adult	9.85
109729	09/10/2025	Armstrong, Janet Elaine	Contracted Services	750.00
109680	09/03/2025	Atchison Paper & Supply	Building Supplies	516.24
109819	09/17/2025	Atchison Paper & Supply	Office/Library Supplies	41.53
109819	09/17/2025	Atchison Paper & Supply	Building Supplies	140.25
109820	09/17/2025	Baker & Taylor	Books - Adult	21.08
109732	09/10/2025	Bassett, Susan Jane	Contracted Services	360.00
109827	09/17/2025	Cengage Learning Inc.	Books - Adult	364.90
109827	09/17/2025	Cengage Learning Inc.	Books - Adult	40.99
109827	09/17/2025	Cengage Learning Inc.	Books - Adult	35.99
109827	09/17/2025	Cengage Learning Inc.	Books - Adult	37.99
109827	09/17/2025	Cengage Learning Inc.	Books - Adult	32.99
109827	09/17/2025	Cengage Learning Inc.	Books - Adult	27.99
109827	09/17/2025	Cengage Learning Inc.	Books - Adult	286.14
109737	09/10/2025	Centaris	Contracted Services	434.50
109895	09/24/2025	Center Point Large Print	Books - Adult	28.67
109895	09/24/2025	Center Point Large Print	Books - Adult	60.02
109685	09/03/2025	CITY OF PETOSKEY - DMB	Printing/Advertising/Postage	300.00
109686	09/03/2025	City Treas. for Utility Bills	Public Utilities	3,603.08
109686	09/03/2025	City Treas. for Utility Bills	Public Utilities	745.32
109741	09/10/2025	Collias-Glaser, Hellene Kay	Contracted Services	360.00
109901	09/24/2025	DTE Energy	Heating Fuel	196.12
109901	09/24/2025	DTE Energy	Heating Fuel	60.08
109744	09/10/2025	Ducastel, Barbara	Contracted Services	90.00
109748	09/10/2025	Envisionware Inc.	Contracted Services	2,915.29
109833	09/17/2025	Evans, Cory	Programming - Adult	350.00
109839	09/17/2025	GFL Environmental	Contracted Services	145.00
109693	09/03/2025	Goedge, Megan	Programming - Children	25.40
109698	09/03/2025	Heinz, Gabrielle	Contracted Services	425.00
109757	09/10/2025	Himebauch, Kelly L	Contracted Services	210.00
109759	09/10/2025	Ingram Library Services	Books - Adult	2,311.78
109759	09/10/2025	Ingram Library Services	Books - Young Adult	581.10
109759	09/10/2025	Ingram Library Services	Books-Children's	2,546.92
109761	09/10/2025	Jakeway, Patricia	Contracted Services	510.00
109762	09/10/2025	John E. Green Co.	Building Repair & Maintenance	1,545.66
109908	09/24/2025	Key Government Finance Inc	Principal Payment	255,000.00

Check Number	Check Issue Date	Payee	Invoice GL Account Title	Amount
109908	09/24/2025	Key Government Finance Inc	Interest Payment	6,036.70
109851	09/17/2025	Library Network, The	Tech. Equipment & Software	1,352.05
109914	09/24/2025	Metropolitan Life Insurance Company	Fringe Benefits	395.98
109855	09/17/2025	Michigan Library Association	Training & Travel	350.00
109857	09/17/2025	Midwest Tape LLC	Electronic Materials	2,500.00
109771	09/10/2025	Mindel, Julie	Contracted Services	330.00
109772	09/10/2025	Mitchell Graphics Inc.	Printing/Advertising/Postage	5,218.68
109918	09/24/2025	Moffett, Nathaniel Brooks	Building Repair & Maintenance	571.94
109776	09/10/2025	Northern Gale Cleaning & Property Mgmt	Contracted Services	1,350.00
109921	09/24/2025	Northern Gale Cleaning & Property Mgmt	Contracted Services	1,500.00
109923	09/24/2025	OneAmerica	Fringe Benefits	86.00
109861	09/17/2025	Peninsula Fiber Network LLC	Communications	89.10
109862	09/17/2025	Petersen, Elisabeth	Programming - Adult	180.00
109862	09/17/2025	Petersen, Elisabeth	Programming - Adult	180.00
109781	09/10/2025	Petoskey Regional Chamber	Community Outreach	350.00
109863	09/17/2025	Petoskey Regional Chamber	Memberships & Dues	390.00
109928	09/24/2025	Priority Health	Fringe Benefits	8,466.88
109931	09/24/2025	State of Michigan-Dept of LARA	Building Repair & Maintenance	180.25
109796	09/10/2025	T-Mobile	Communications	274.27
109875	09/17/2025	Unique Management Services Inc.	Contracted Services	46.60
109877	09/17/2025	Van's Business Machines	Equipment Repair & Maintenance	358.23
Grand Totals:				305,891.58

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
271-000-202.000	286.14	306,177.72-	305,891.58-
271-790-724.000	8,948.86	.00	8,948.86
271-790-751.000	91.58	.00	91.58
271-790-752.000	670.77	.00	670.77
271-790-760.000	3,224.35	286.14-	2,938.21
271-790-760.100	2,564.90	.00	2,564.90
271-790-760.200	635.28	.00	635.28
271-790-760.400	7.20	.00	7.20
271-790-761.000	365.22	.00	365.22
271-790-761.100	33.20	.00	33.20
271-790-761.200	118.29	.00	118.29
271-790-762.000	2,500.00	.00	2,500.00
271-790-802.000	9,426.39	.00	9,426.39
271-790-850.000	363.37	.00	363.37
271-790-880.000	350.00	.00	350.00
271-790-905.000	5,518.68	.00	5,518.68
271-790-912.000	350.00	.00	350.00
271-790-915.000	390.00	.00	390.00
271-790-920.000	4,348.40	.00	4,348.40
271-790-924.000	256.20	.00	256.20
271-790-930.000	2,297.85	.00	2,297.85
271-790-931.000	358.23	.00	358.23
271-790-958.000	25.40	.00	25.40
271-790-958.100	770.00	.00	770.00
271-790-964.000	174.80	.00	174.80
271-790-986.000	1,352.05	.00	1,352.05
271-792-991.000	255,000.00	.00	255,000.00

GL Account	Debit	Credit	Proof
271-792-992.000	6,036.70	.00	6,036.70
Grand Totals:	306,463.86	306,463.86-	.00

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

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

CITY OF PETOSKEY

BALANCE SHEET
SEPTEMBER 30, 2025

FUND 271 - LIBRARY FUND

ASSETS

271-000-001.000	CASH	615,910.98	
271-000-001.700	CASH - FIFTH THIRD LIBRARY	336,947.09	
271-010-004.000	WORKING FUND - LIBRARY	175.00	
271-010-020.000	TAXES RECEIVABLE - CURRENT	224,413.01	
271-010-026.000	TAXES RECEIVABLE - DELINQUENT	5,019.50	
TOTAL ASSETS			1,182,465.58

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	449,762.02	
TOTAL FUND EQUITY			913,586.51
TOTAL LIABILITIES AND EQUITY			1,182,465.58

CITY OF PETOSKEY
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 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	(1,494.05)	1,050,324.91	1,056,100.00	(5,775.09)	99.45
271-081-405.000	PROPERTY TAX - BEAR CREEK	.00	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	.00	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	(23,280.00)	53,744.00	52,800.00	944.00	101.79
271-081-657.000	PENAL FINES	.00	86,330.64	60,000.00	26,330.64	143.88
271-081-658.000	REIMBURSEMENTS	2,516.74	6,307.35	6,500.00	(192.65)	97.04
271-081-687.000	PAID CARDS	435.00	3,365.00	3,000.00	365.00	112.17
271-081-692.000	COPIES	272.30	5,755.75	4,000.00	1,755.75	143.89
271-081-694.000	BOOK SALE	896.03	10,440.67	12,000.00	(1,559.33)	87.01
271-081-695.000	CONTRACTED WAGES	.00	9,636.00	12,000.00	(2,364.00)	80.30
271-081-696.000	MERCHANDISE SALES	179.35	1,791.50	500.00	1,291.50	358.30
	TOTAL OPERATING REVENUE	(20,474.63)	1,935,242.90	1,913,900.00	21,342.90	101.12
<u>NON-OPERATING REVENUE</u>						
271-082-569.000	STATE GRANT - OTHER	6,747.11	6,747.11	.00	6,747.11	.00
271-082-664.000	INTEREST INCOME	949.96	8,024.54	12,000.00	(3,975.46)	66.87
271-082-682.000	OTHER	444.74	4,097.95	4,000.00	97.95	102.45
271-082-684.000	BUILDING RENT	1,950.00	8,787.50	8,000.00	787.50	109.84
271-082-696.000	DONATIONS	23,461.40	31,987.91	40,000.00	(8,012.09)	79.97
	TOTAL NON-OPERATING REVENUE	33,553.21	59,645.01	64,000.00	(4,354.99)	93.20
	TOTAL FUND REVENUE	13,078.58	1,994,887.91	1,977,900.00	16,987.91	100.86

CITY OF PETOSKEY
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 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	37,599.00	353,184.38	498,500.00	145,315.62	70.85
271-790-704.000	SALARIES & WAGES - PART-TIME	17,480.25	169,084.43	264,100.00	95,015.57	64.02
271-790-724.000	FRINGE BENEFITS	19,968.02	189,906.81	236,400.00	46,493.19	80.33
271-790-751.000	OFFICE/LIBRARY SUPPLIES	91.58	6,547.19	10,000.00	3,452.81	65.47
271-790-752.000	BUILDING SUPPLIES	670.77	6,624.00	7,000.00	376.00	94.63
271-790-760.000	BOOKS - ADULT	2,938.21	26,159.48	45,000.00	18,840.52	58.13
271-790-760.100	BOOKS-CHILDREN'S	2,564.90	16,432.04	25,000.00	8,567.96	65.73
271-790-760.200	BOOKS - YOUNG ADULT	635.28	3,489.87	5,500.00	2,010.13	63.45
271-790-760.400	PERIODICALS	7.20	7,098.07	9,000.00	1,901.93	78.87
271-790-761.000	AUDIO VISUAL - ADULT	397.20	5,815.34	11,000.00	5,184.66	52.87
271-790-761.100	AUDIO VISUAL - CHILDREN	33.20	671.34	1,500.00	828.66	44.76
271-790-761.200	AUDIO VISUAL - YOUNG ADULT	118.29	434.12	600.00	165.88	72.35
271-790-762.000	ELECTRONIC MATERIALS	2,500.00	45,688.77	51,500.00	5,811.23	88.72
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	9,586.29	93,313.44	124,700.00	31,386.56	74.83
271-790-850.000	COMMUNICATIONS	363.37	4,665.28	8,100.00	3,434.72	57.60
271-790-880.000	COMMUNITY OUTREACH	350.00	1,817.00	3,000.00	1,183.00	60.57
271-790-885.000	DONATION EXPENSE	.00	1.00	3,000.00	2,999.00	.03
271-790-887.000	BANK CHARGES	75.11	659.31	500.00	(159.31)	131.86
271-790-905.000	PRINTING/ADVERTISING/POSTAGE	5,961.67	32,191.33	45,000.00	12,808.67	71.54
271-790-912.000	TRAINING & TRAVEL	350.00	4,676.78	11,000.00	6,323.22	42.52
271-790-915.000	MEMBERSHIPS & DUES	390.00	1,212.09	2,400.00	1,187.91	50.50
271-790-920.000	PUBLIC UTILITIES	4,348.40	24,719.33	32,000.00	7,280.67	77.25
271-790-924.000	HEATING FUEL	256.20	13,141.02	17,500.00	4,358.98	75.09
271-790-930.000	BUILDING REPAIR & MAINTENANCE	2,297.85	39,490.45	55,000.00	15,509.55	71.80
271-790-931.000	EQUIPMENT REPAIR & MAINTENANCE	358.23	5,717.15	10,400.00	4,682.85	54.97
271-790-937.000	INSURANCE & BONDS	.00	12,097.44	12,000.00	(97.44)	100.81
271-790-955.000	MISCELLANEOUS	.00	1,821.52	3,000.00	1,178.48	60.72
271-790-958.000	PROGRAMMING - CHILDREN	38.05	5,163.80	8,500.00	3,336.20	60.75
271-790-958.100	PROGRAMMING - ADULT	820.00	7,572.87	15,000.00	7,427.13	50.49
271-790-958.200	PROGRAMMING - YOUNG ADULT	.00	3,749.35	2,500.00	(1,249.35)	149.97
271-790-964.000	MAKERSPACE - EQUIP & SUPPLIES	174.80	1,921.10	3,500.00	1,578.90	54.89
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	1,368.04	7,625.19	32,500.00	24,874.81	23.46
271-790-995.000	ADMINISTRATIVE FEES	.00	7,200.00	7,200.00	.00	100.00
	TOTAL LIBRARY	111,741.91	1,277,802.49	1,776,900.00	499,097.51	71.91

CITY OF PETOSKEY
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 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	255,000.00	255,000.00	255,000.00	.00	100.00
271-792-992.000	INTEREST PAYMENT	6,036.70	12,073.40	12,100.00	26.60	99.78
271-792-993.000	PAYING AGENT FEES	.00	250.00	300.00	50.00	83.33
TOTAL BOND DEBT REQUIREMENT		261,036.70	267,323.40	267,400.00	76.60	99.97
TOTAL FUND EXPENDITURES		372,778.61	1,545,125.89	2,044,300.00	499,174.11	75.58
NET REVENUES OVER EXPENDITURES		(359,700.03)	449,762.02	(66,400.00)	516,162.02	677.35

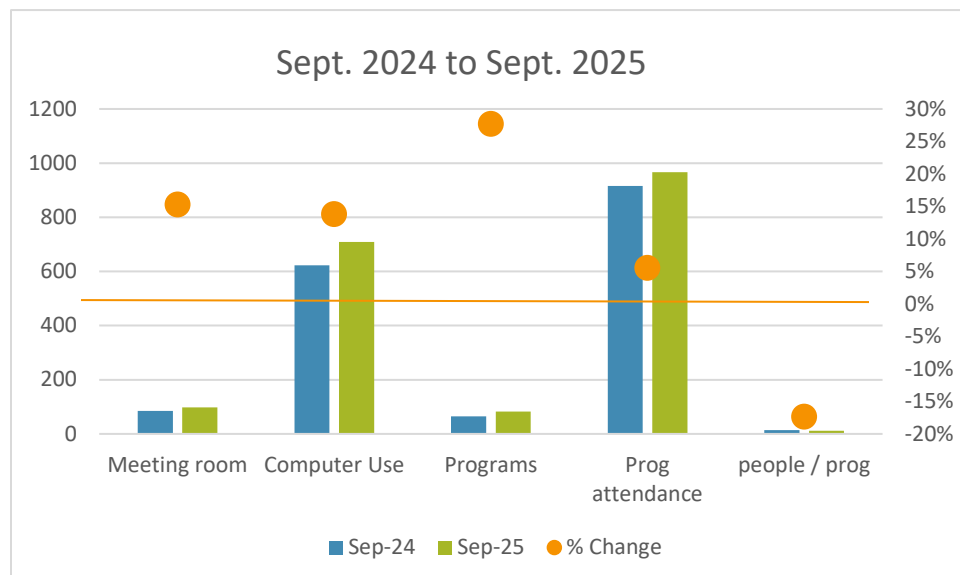
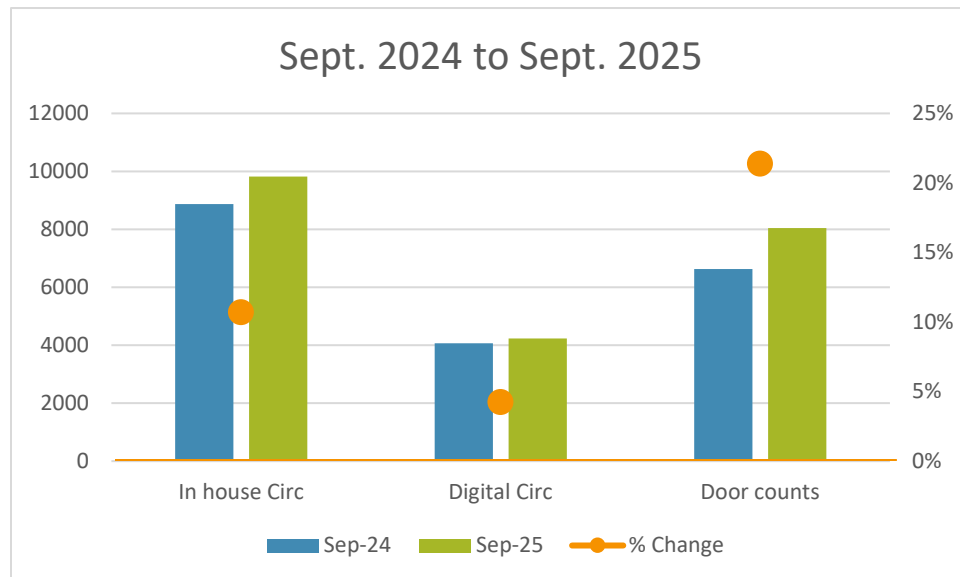
Petoskey District Library

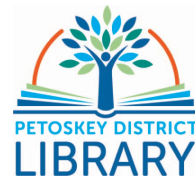
Director's Report: October 2025

Val's Update:

- Repair work is finalized. All workers are out of the building!
- Night at the Library was a wonderful event. Thanks to all who attended and big thanks to the Friends and Lori and Jess's team.
- Turning Barriers into Bridges presentation went well at the college. Not a huge crowd, but Kendra did well and it was fun to work with my cohorts from Boyne and Charlevoix.
- We had staff once again for School conference visits. We were at all four elementary schools for both conference days. We spoke with over 200 families and registered 35 new library cards.
- Feature of the month is the PAC2 ap.
- Update on Carnegie windows – the committee is working on this and talking about a communication plan moving forward. The RFP is written and will be going out shortly. I have a meeting on Tuesday and can report more on the timing at our meeting.

Statistics – September was a busy month!





Purpose of the Library's Social Media Sites:

The Petoskey District Library has established social media sites in order to inform and engage with the community about Library programs, events (including those co-sponsored with other organizations), collections, services, hours, employment opportunities. These sites are also used to encourage dialogue and the exchange of information and knowledge between users and Library staff about said items. The Library's social media sites are not intended to be traditional public forums for the general exchange of ideas and viewpoints, but a limited forum for discussing library-related information. The official source of information about the Library is found at their website www.petoskeylibrary.org.

Agreement:

By joining, utilizing and/or posting on the Petoskey District Library's social media sites, you agree to comply with this Policy, and the Petoskey District Library's Policy on Internet and Computer Use, as applicable.

The Library is not responsible for enforcing restrictions which a parent or guardian may place on a minor's use of the Library's social media sites.

The Library is not responsible or liable for the content of comments by third parties on any Library sponsored social media sites, and such comments do not reflect the opinions or positions of the Petoskey District Library, its employees, or its Board of Trustees.

Definitions:

"Library" shall mean the Petoskey District Library (PDL).

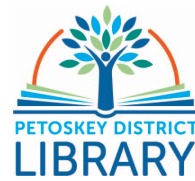
"Comment" shall mean any writing, image, video, download, audio file, and hyperlinks to other websites or media which is downloaded, referenced, inserted, or placed upon any Library social media site by the general public.

"Posting" shall mean any writing, image, video, download, audio file, and hyperlinks to other websites or media which is downloaded, referenced, inserted, or placed upon any Library social media site by library staff, speaking on behalf of the library.

"Social media sites" shall include any online forum/site, web application or account created and/or maintained by the Library or its agents, which permits users to communicate with other users through comments, including, but not limited to, BiblioCommons Online Catalog, Facebook, Instagram, Pinterest, Snapchat, ~~Twitter~~ X, YouTube, Zoom.

No Privacy:

Persons using the Library's social media sites should not expect privacy in any comments or postings. By utilizing these sites, you give consent to the Library's right to access, monitor and read any comments & postings on the sites. The Library's social media sites may be considered public records under Michigan Public Records laws. If requested, the Library may have to disclose public records to third party requestors unless certain exemptions apply. The Library in its sole discretion shall determine whether comments & postings on its social media websites are public records and whether exemptions from disclosure apply.



Comments (What we expect from visitors):

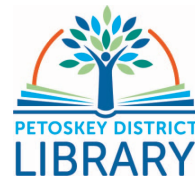
We welcome participation on the Library's sites within the following guidelines.

All comments must be written with:

- **Respect** – Derisive comments, or those meant to harass, threaten or abuse, directed at our staff, our agency, or other users will be deleted. This includes hateful or discriminatory comments regarding race, ethnicity, religion, gender, disability, sexual orientation, or political beliefs.
- **PG-rated language** – Comments with foul language will be deleted. This includes profane, defamatory, offensive or violent language, and/or links or comments containing sexually explicit content material.
- **Political Impartiality** – We are 100% non-partisan, and comments posted on our page must be too. Political comments will be deleted.
- **Integrity** – Deliberately disruptive comments with no relevance to the post will be deleted.

Any comments inconsistent with the stated purpose, as determined by the Petoskey District Library in its sole discretion, may be removed in accordance with the process set forth in this policy. Examples of comments not permitted include, but are not limited to:

1. Comments that are advertisements, solicitations, or spam;
2. Comments that are disparaging, harassing, abusive, profane or offensive remarks;
3. Comments that are hateful, threatening, pornographic, or comments that contain graphic or gratuitous violence;
4. Comments that are potentially libelous or defamatory;
5. Comments which contain privileged, proprietary, or confidential information about any person, business, or entity, including, without limitation, patrons, vendors, the Library or Library partners;
6. Comments which violate or potentially violate local, state, or federal laws, including, without limitation, intellectual property and copyright laws;
7. Comments which discriminate on the basis of race, color, religion, national origin, sex, handicap, age, sexual orientation, creed, or ancestry;
8. Comments which are sexually harassing, including, without limitation, epithets, slurs, negative stereotyping, sexual rumors that show hostility toward individuals based on gender, derogatory comments about individuals' body or appearance, unwelcome sexual compliments, innuendos, suggestions or jokes;
9. Comments that promote alcoholic beverages, cigarettes or other tobacco products, or any illegal product, service, or activity;
- ~~10.~~ Comments that support or oppose the nomination or election of a candidate for public office, the investigation, prosecution, or recall of a public official, ~~or the passage of a levy or bond issue.~~



11.10. By commenting on the Petoskey District Library's social media sites, you give the Library permission to use your name, profile picture, and the content of any posting you make without compensation to you or liability on the part of the Library. This permission ends if/when you delete your comment.

Employee 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 he or she is speaking as an individual and not on behalf of PDL. Employees may be subject to discipline if their remarks 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.

Violations of this policy:

Postings and Comments which the Library in its sole discretion, deems unpermitted under this policy, may be removed in whole or in part by the Library or its agents immediately upon discovery by the Library (or its agent) without prior notice. The Library reserves the right to terminate accounts, ban or block users who have posted in violation of this policy on more than one occasion.

Reporting Violations:

Users may report violations of any Library policies by emailing:
vmeyerson@petoskeylibrary.org.