

Petoskey District Library Board of Trustees
Meeting Agenda
500 E. Mitchell
231.758.3100

Tuesday, November 21, 2023, 5:00 p.m.

Call to order

Agenda

Approval of Minutes: October 26, 2023

Approval of Bills: October 2023

Treasurer's Report on Financial Statements

Reports:

- ◆ Friends of the Petoskey Library
- ◆ Director's Report
 - Construction Update
 - Intellectual Freedom Update

Board Members' Comments:

Unfinished Business:

New Business:

1. Library Board Emails
2. Reciprocal Borrowing Agreement
3. 2024 Regular Meeting Dates
4. 2024 Library Closures
5. 2023 Budget Amendment

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 to the Library.*

Petoskey District Library

Board of Trustees Meeting Minutes October 26, 2023

Meeting called to order at 5:00 pm by President Kim Block

Present: Kim Block, Ann Ingles, Mike Atchison, Amy Janssens, Quintin Janssens, and Val Meyerson (Library Director). Quorum requirements met.

Absent: Trevor Nelson

Agenda approved by consensus.

Minutes from the September meeting approved by consensus.

Approval of September Bills: Amy asked about magazine subscription expense. Val explained print vs digital expenses. Ann asked about \$100 to DMB. Val explained. Bills approved by consensus.

Treasurer's report: President Block referred the board to the reports in the packet.

Friends of the Library report: Cindy Zipp presented on behalf of the Friends.

- They are working on updating their directory.
- They recently hosted 2 dinners for the Growing Readers Together program. The Friends were pleased to see the Superintendent of Petoskey schools attended one of these, along with 2 building principals.
- The downtown open house is on December 1st. The Friends will be doing a candy cane village and lots of other fun stuff for the kids.
- President Block asked about attracting people to our end of Mitchell and if the Friends are concerned. They are not. Attendance is always good.

Director's report: Val referred the board to her written report, which was provided in advance of the meeting, and highlighted the following:

- Building update: The concrete is being poured. The parapet has required a lot of work and expense, not surprisingly.
- Val recapped the recent MLA conference.
- Val announced Nisa's recent MLA award for excellence in services to youth. The board thanked and congratulated Nisa, who was in the audience.
- Val is looking into the feasibility of converting the Student Board Member into a voting member. She will report back to the board after getting more information.
- Val is going to Emmet Co. small claims court to try to recover some of the money spent by our library to cover fees for books never returned by one of our patrons. The amount is over \$1000.
- Kim asked for clarification on the Wonder Media program. Val deferred to Nisa who explained the plans for implementing this program locally and the program objectives.

Board Comments:

- Amy commented that many families and staff from Sheridan school have expressed their appreciation for the library's literacy programming. Amy complimented Val and the staff for all the great programming that is currently in place.

Unfinished Business: None

New Business:

- **2024 Budget Amendment:** Val explained the minor adjustments. The result is a net gain. Ann moved to approve the budget as amended. Amy seconded. Motion passed unanimously.
- **Confidentiality policy** - in packet for the board's edification. No changes to the policy were proposed.
- **General Use policy** - extended the library card term from 2 years to 4 years to reduce the number of renewals for the benefit of both the staff and the patron. Approved by consensus.

Public Comments: Holly A. renewed her desire to be able to attend board meetings by Zoom and asked why the board is reluctant to do this. Val explained the difficulties that doing so have presented in the past. Holly thanked Steve, the new facility manager, for removing shrubs to create a safe passage for employees entering the rear of the building.

Adjournment: Meeting adjourned at 5:38 pm by Kim Block

Submitted by Mike Atchison, 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
102490	10/04/2023	4Imprint	Office/Library Supplies	527.12
102595	10/11/2023	Access Locksmithing Inc.	Building Repair & Maintenance	279.00
102657	10/18/2023	Alliance Entertainment	Audio Visual - Adult	63.48
102657	10/18/2023	Alliance Entertainment	Audio Visual - Children	57.25
102657	10/18/2023	Alliance Entertainment	Audio Visual - Adult	587.90
102657	10/18/2023	Alliance Entertainment	Audio Visual - Adult	12.99-
102657	10/18/2023	Alliance Entertainment	Audio Visual - Children	202.95
102657	10/18/2023	Alliance Entertainment	Audio Visual - Adult	11.99
102658	10/18/2023	Amazon Capital Services	Programming - Young Adult	33.05
102658	10/18/2023	Amazon Capital Services	Programming - Children	122.50
102658	10/18/2023	Amazon Capital Services	Building Supplies	273.63
102658	10/18/2023	Amazon Capital Services	Audio Visual - Adult	50.43
102658	10/18/2023	Amazon Capital Services	Building Supplies	349.48
102729	10/25/2023	AT&T	Communications	199.21
102662	10/18/2023	Atchison Paper & Supply	Building Supplies	127.53
102734	10/25/2023	Blue Care Network	Fringe Benefits	2,509.47
102735	10/25/2023	Blue Cross/Blue Shield Mich.	Fringe Benefits	4,562.79
102666	10/18/2023	Centaris	Contracted Services	401.00
102599	10/11/2023	Center Point Large Print	Books - Adult	82.51
102667	10/18/2023	Center Point Large Print	Books - Adult	27.97
102667	10/18/2023	Center Point Large Print	Books - Adult	86.01
102601	10/11/2023	CITY OF PETOSKEY - DMB	Community Outreach	300.00
102507	10/04/2023	City Treas. for Utility Bills	Public Utilities	2,814.12
102507	10/04/2023	City Treas. for Utility Bills	Public Utilities	445.11
102668	10/18/2023	Crooked Tree Arts Center	Community Outreach	200.00
102741	10/25/2023	Delta Dental	Fringe Benefits	297.04
102511	10/04/2023	Demco	Office/Library Supplies	203.57
102672	10/18/2023	Discount School Supply	Programming - Children	95.02
102742	10/25/2023	DTE Energy	Heating Fuel	150.47
102742	10/25/2023	DTE Energy	Heating Fuel	103.31
102745	10/25/2023	Emmet Co. Dept of Public Works	Equipment Repair & Maintenance	36.15
102614	10/11/2023	Gale/Cengage Learning Inc.	Books - Adult	26.39
102676	10/18/2023	Gale/Cengage Learning Inc.	Books - Adult	493.99
102676	10/18/2023	Gale/Cengage Learning Inc.	Books - Adult	79.97
102526	10/04/2023	Goedge, Megan	Training & Travel	308.50
102751	10/25/2023	Gordon Construction Services	Capital Outlay	94,736.06
102680	10/18/2023	Hohlbein, Mary	Training & Travel	50.91
102683	10/18/2023	Ingram Library Services	Books - Adult	2,275.69
102683	10/18/2023	Ingram Library Services	Books-Children's	1,319.29
102683	10/18/2023	Ingram Library Services	Books - Young Adult	368.58
102535	10/04/2023	Integrity Business Solutions	Office/Library Supplies	138.76
102535	10/04/2023	Integrity Business Solutions	Office/Library Supplies	22.19
102755	10/25/2023	Integrity Business Solutions	Office/Library Supplies	141.35
102622	10/11/2023	John E. Green Co.	Building Repair & Maintenance	300.00
102685	10/18/2023	Kanopy Inc	Electronic Materials	2,000.00
102687	10/18/2023	Little Traverse Disposal	Contracted Services	148.63
102544	10/04/2023	MACKINAW AREA PUBLIC LIBRARY	Miscellaneous	24.95
102548	10/04/2023	Meyer Ace Hardware	Building Supplies	.35
102548	10/04/2023	Meyer Ace Hardware	Building Supplies	25.16
102548	10/04/2023	Meyer Ace Hardware	Building Supplies	11.69
102689	10/18/2023	Meyer Ace Hardware	Building Supplies	25.07
102689	10/18/2023	Meyer Ace Hardware	Building Supplies	18.88

Check Number	Check Issue Date	Payee	Invoice GL Account Title	Amount
102689	10/18/2023	Meyer Ace Hardware	Building Supplies	24.26
102551	10/04/2023	Midwest Tape LLC	Audio Visual - Adult	89.98
102551	10/04/2023	Midwest Tape LLC	Audio Visual - Adult	166.96
102551	10/04/2023	Midwest Tape LLC	Audio Visual - Adult	154.97
102633	10/11/2023	Northern Gale Cleaning & Property Mgmt	Contracted Services	1,250.00
102764	10/25/2023	Northern Gale Cleaning & Property Mgmt	Contracted Services	1,250.00
102767	10/25/2023	OHM Advisors	Contracted Services	6,980.00
102768	10/25/2023	OneAmerica	Fringe Benefits	103.94
102691	10/18/2023	Peninsula Fiber Network LLC	Communications	89.10
102636	10/11/2023	Petoskey Regional Chamber	Community Outreach	235.00
102769	10/25/2023	Petoskey Regional Chamber	Community Outreach	300.00
102639	10/11/2023	PRANTERA, MARY SUE	Training & Travel	328.16
102693	10/18/2023	PRANTERA, MARY SUE	Communications	300.00
102563	10/04/2023	Quadient Inc.	Office/Library Supplies	40.00
102696	10/18/2023	Scholastic Inc.	Books-Children's	73.52
102697	10/18/2023	SenSource	Contracted Services	300.00
102698	10/18/2023	Solomon, Steve	Communications	300.00
102573	10/04/2023	Solutions Electric Inc.	Building Repair & Maintenance	246.00
102774	10/25/2023	STURGEON RIVER POTTERY	Programming - Children	260.64
102701	10/18/2023	Summit Fire Protection	Contracted Services	210.00
102650	10/11/2023	T-Mobile	Communications	353.89
102703	10/18/2023	Unique Management Services Inc.	Contracted Services	34.95
102582	10/04/2023	UNITED STATES POSTAL SERVICE	Office/Library Supplies	4.00
102705	10/18/2023	Valley City Linen	Building Supplies	26.00
102705	10/18/2023	Valley City Linen	Building Supplies	26.00
102780	10/25/2023	VSP	Fringe Benefits	151.76
Grand Totals:				131,002.61

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
271-000-202.000	12.99	131,015.60-	131,002.61-
271-790-724.000	7,625.00	.00	7,625.00
271-790-751.000	1,076.99	.00	1,076.99
271-790-752.000	908.05	.00	908.05
271-790-760.000	3,072.53	.00	3,072.53
271-790-760.100	1,392.81	.00	1,392.81
271-790-760.200	368.58	.00	368.58
271-790-761.000	1,125.71	12.99-	1,112.72
271-790-761.100	260.20	.00	260.20
271-790-762.000	2,000.00	.00	2,000.00
271-790-802.000	10,574.58	.00	10,574.58
271-790-850.000	1,242.20	.00	1,242.20
271-790-880.000	1,035.00	.00	1,035.00
271-790-912.000	687.57	.00	687.57
271-790-920.000	3,259.23	.00	3,259.23
271-790-924.000	253.78	.00	253.78
271-790-930.000	825.00	.00	825.00
271-790-931.000	36.15	.00	36.15
271-790-955.000	24.95	.00	24.95
271-790-958.000	478.16	.00	478.16
271-790-958.200	33.05	.00	33.05
271-790-970.000	94,736.06	.00	94,736.06

GL Account	Debit	Credit	Proof
Grand Totals:	131,028.59	131,028.59-	.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 10 MONTHS ENDING OCTOBER 31, 2023

FUND 271 - LIBRARY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>OPERATING REVENUE</u>						
271-081-402.000	STATE AID	.00	17,644.82	17,400.00	244.82	101.41
271-081-403.000	CURRENT PROPERTY TAX	6,817.37	1,057,893.85	945,700.00	112,193.85	111.86
271-081-405.000	PROPERTY TAX - BEAR CREEK	.00	210,879.04	208,000.00	2,879.04	101.38
271-081-407.000	PROPERTY TAX - RESORT	.00	163,931.92	159,600.00	4,331.92	102.71
271-081-409.000	PROPERTY TAX - LITTLE TRAVERSE	.00	136,240.98	133,300.00	2,940.98	102.21
271-081-411.000	PROPERTY TAX - SPRINGVALE	.00	48,695.71	47,600.00	1,095.71	102.30
271-081-445.000	PENALTIES & INTEREST	53.84	1,562.84	.00	1,562.84	.00
271-081-566.000	GRANTS	1,000.00	51,812.26	68,600.00	(16,787.74)	75.53
271-081-657.000	PENAL FINES	.00	53,343.43	60,000.00	(6,656.57)	88.91
271-081-658.000	REIMBURSEMENTS	881.39	3,952.65	3,000.00	952.65	131.76
271-081-687.000	PAID CARDS	95.00	2,870.00	3,000.00	(130.00)	95.67
271-081-692.000	COPIES	825.55	3,459.46	3,300.00	159.46	104.83
271-081-694.000	BOOK SALE	872.33	11,598.86	11,000.00	598.86	105.44
271-081-695.000	CONTRACTED WAGES	.00	8,770.00	13,000.00	(4,230.00)	67.46
	TOTAL OPERATING REVENUE	10,545.48	1,772,655.82	1,673,500.00	99,155.82	105.93
<u>NON-OPERATING REVENUE</u>						
271-082-664.000	INTEREST INCOME	2,301.49	12,398.12	5,000.00	7,398.12	247.96
271-082-682.000	OTHER	579.68	5,221.20	1,000.00	4,221.20	522.12
271-082-684.000	BUILDING RENT	100.00	8,906.25	6,500.00	2,406.25	137.02
271-082-696.000	DONATIONS	448.50	12,244.99	7,000.00	5,244.99	174.93
	TOTAL NON-OPERATING REVENUE	3,429.67	38,770.56	19,500.00	19,270.56	198.82
	TOTAL FUND REVENUE	13,975.15	1,811,426.38	1,693,000.00	118,426.38	107.00

CITY OF PETOSKEY
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2023

FUND 271 - LIBRARY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
	<u>LIBRARY</u>					
271-790-702.000	SALARIES & WAGES - FULL-TIME	34,710.23	362,220.32	504,700.00	142,479.68	71.77
271-790-704.000	SALARIES & WAGES - PART-TIME	17,787.80	177,846.87	211,200.00	33,353.13	84.21
271-790-724.000	FRINGE BENEFITS	15,734.54	169,772.45	237,800.00	68,027.55	71.39
271-790-751.000	OFFICE/LIBRARY SUPPLIES	1,076.99	6,474.40	11,000.00	4,525.60	58.86
271-790-752.000	BUILDING SUPPLIES	908.05	4,896.10	6,500.00	1,603.90	75.32
271-790-760.000	BOOKS - ADULT	3,072.53	27,782.98	37,500.00	9,717.02	74.09
271-790-760.100	BOOKS-CHILDREN'S	1,392.81	13,731.64	22,000.00	8,268.36	62.42
271-790-760.200	BOOKS - YOUNG ADULT	368.58	3,708.08	5,000.00	1,291.92	74.16
271-790-760.400	PERIODICALS	.00	6,681.03	6,000.00	(681.03)	111.35
271-790-761.000	AUDIO VISUAL - ADULT	1,112.72	8,756.30	11,000.00	2,243.70	79.60
271-790-761.100	AUDIO VISUAL - CHILDREN	323.11	1,463.79	1,500.00	36.21	97.59
271-790-761.200	AUDIO VISUAL - YOUNG ADULT	.00	259.69	800.00	540.31	32.46
271-790-762.000	ELECTRONIC MATERIALS	2,000.00	27,278.31	32,500.00	5,221.69	83.93
271-790-762.100	DATA BASES	.00	7,546.33	5,500.00	(2,046.33)	137.21
271-790-801.000	PROFESSIONAL SERVICES	.00	2,282.57	3,000.00	717.43	76.09
271-790-802.000	CONTRACTED SERVICES	10,574.58	172,188.08	135,300.00	(36,888.08)	127.26
271-790-850.000	COMMUNICATIONS	1,242.20	5,375.16	11,500.00	6,124.84	46.74
271-790-880.000	COMMUNITY OUTREACH	1,087.80	2,988.06	2,500.00	(488.06)	119.52
271-790-885.000	DONATION EXPENSE	.00	4,170.86	.00	(4,170.86)	.00
271-790-887.000	BANK CHARGES	19.77	374.70	500.00	125.30	74.94
271-790-905.000	PRINTING/ADVERTISING/POSTAGE	10.28	17,149.53	29,700.00	12,550.47	57.74
271-790-912.000	TRAINING & TRAVEL	687.57	5,084.48	9,000.00	3,915.52	56.49
271-790-915.000	MEMBERSHIPS & DUES	85.00	2,162.91	2,000.00	(162.91)	108.15
271-790-920.000	PUBLIC UTILITIES	3,259.23	23,790.78	31,000.00	7,209.22	76.74
271-790-924.000	HEATING FUEL	253.78	8,940.20	15,000.00	6,059.80	59.60
271-790-930.000	BUILDING REPAIR & MAINTENANCE	825.00	21,837.01	30,500.00	8,662.99	71.60
271-790-931.000	EQUIPMENT REPAIR & MAINTENANCE	36.15	579.91	7,100.00	6,520.09	8.17
271-790-937.000	INSURANCE & BONDS	.00	8,576.07	6,500.00	(2,076.07)	131.94
271-790-955.000	MISCELLANEOUS	24.95	(116.27)	1,500.00	1,616.27	(7.75)
271-790-958.000	PROGRAMMING - CHILDREN	478.16	6,229.19	9,000.00	2,770.81	69.21
271-790-958.100	PROGRAMMING - ADULT	.00	8,111.20	12,000.00	3,888.80	67.59
271-790-958.200	PROGRAMMING - YOUNG ADULT	54.04	2,407.68	2,000.00	(407.68)	120.38
271-790-964.000	MAKERSPACE - EQUIP & SUPPLIES	.00	2,500.50	3,000.00	499.50	83.35
271-790-970.000	CAPITAL OUTLAY	94,736.06	157,824.45	213,500.00	55,675.55	73.92
271-790-985.000	EQUIPMENT	.00	2,697.78	2,500.00	(197.78)	107.91
271-790-986.000	TECH. EQUIPMENT & SOFTWARE	.00	253.72	25,200.00	24,946.28	1.01
271-790-995.000	ADMINISTRATIVE FEES	.00	6,000.00	6,000.00	.00	100.00
	TOTAL LIBRARY	191,861.93	1,279,826.86	1,651,300.00	371,473.14	77.50

CITY OF PETOSKEY
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2023

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	265,000.00	265,000.00	.00	100.00
271-792-992.000	INTEREST PAYMENT	.00	18,053.16	18,100.00	46.84	99.74
271-792-993.000	PAYING AGENT FEES	.00	250.00	300.00	50.00	83.33
	TOTAL BOND DEBT REQUIREMENT	.00	283,303.16	283,400.00	96.84	99.97
	TOTAL FUND EXPENDITURES	191,861.93	1,563,130.02	1,934,700.00	371,569.98	80.79
	NET REVENUES OVER EXPENDITURES	(177,886.78)	248,296.36	(241,700.00)	489,996.36	102.73

CITY OF PETOSKEY

BALANCE SHEET
OCTOBER 31, 2023

FUND 271 - LIBRARY FUND

ASSETS

271-000-001.000	CASH	488,754.38	
271-000-001.700	CASH - FIFTH THIRD LIBRARY	940,659.05	
271-010-004.000	WORKING FUND - LIBRARY	175.00	
271-010-020.000	TAXES RECEIVABLE - CURRENT	27,823.10	
271-010-026.000	TAXES RECEIVABLE - DELINQUENT	8,449.36	
	TOTAL ASSETS		1,465,860.89

LIABILITIES AND EQUITY

LIABILITIES

271-040-253.000	ACCRUED INTEREST	4,513.00	
271-040-292.001	DEFERRED G/L ON REFUNDING	(910.00)	
	TOTAL LIABILITIES		3,603.00

FUND EQUITY

271-000-390.000	FUND BALANCE	940,961.53	
271-000-395.000	FUND BALANCE - RESERVED	273,000.00	
	REVENUE OVER EXPENDITURES - YTD	248,296.36	
	TOTAL FUND EQUITY		1,462,257.89
	TOTAL LIABILITIES AND EQUITY		1,465,860.89

Petoskey District Library

Director's Report: November 2023

Val's Update:

- I applied for the Michigan Director's cohort, sponsored by the University of Michigan Information Technology Department, and the Michigan Library Association. The cohort meets monthly for a year with specific topics of discussion each month, including topics like crisis communication and strategic planning.
- I was "recruited" to nominate myself for a position on the MLA board. Elections will be this spring. The MLA Board meets monthly via Zoom.
- I attended the city council meeting to hear the presentation on the budget from the city manager. Council had no questions about our budget. I can not attend the budget hearing on November 20, hoping one of the board members can attend, in case there are any public questions.
- Management team is working on succession planning for their positions. They will create critical rolls and provide an overview training to another staff member. I will be reviewing with all of them in the next few months.
Management Team took responsibility for the participation in annual community events, including: NYEve, Senior Expo, Business Expo, Farmer's Market, Movies in the Park sponsorship, Connecting Women In Business sponsorship, Children's Health Fair.

Construction Update

I met with Tyler from GCS and we are getting close. A few key updates include:

- Concrete is poured and the snow melt lines are all holding water and working appropriately. Fencing has been moved inward, so the sidewalk in front of the library is now open.
- Gutter heat trace and controller are installed and working
- Louvres have been cleaned and painted
- Parapet work is almost complete
- New paver stones for the north and west porch will go down the week of November 20
- Light fixture will go up soon
- Grounds cleanup is happening now, and a landscaper will come in to finish up and tidy around all the new concrete
- Ramp handrail shop drawings are to be sent out this week. They need approval from OHM and the Library. Two weeks after approval will be the install date.
- We can open the main door (without the ramp) once the pavers are down. We are looking at the week of November 27.
- Once the handrail is installed, the temporary ramp at the Bell Door will be removed and the temporary desk inside will be removed.

Other Departmental Updates:

- The circulation department has provided a "Welcome to Petoskey" postcard to a realtor who will give out to new residents. We will watch if/when these come back to us to see if it may be worthwhile to expand.
- The circulation department also created a brochure that is left at Harbor Hall for those residents to know what services we provide. It also serves as a temporary card.

- Circulation department is working with the local book clubs to assist in ordering multiple copies of one title.
- We have three notaries on staff: Stacy, Mary Sue, Mary B.
- The collection development team met and discussed the cataloging of the themed picture book collection now that Megan is ready to expand the selections. They also discussed budgets and circulation trends.
- We will continue to advertise our programs that are collaborations with our partners. We will not advertise on our social media, email, newsletter partner programs that we are not collaborating on.

Intellectual Freedom Update

I attended an information update on the legislative action of the Michigan Freedom to Read Act. Rep Veronica Paiz (D11) and Rep Carol Glanville (D84) worked with two attorneys from Foster Swift to begin the first draft of the Act. This first draft is with the Legislative Service Bureau for input. Once the final draft is available, I will share it with you. Hoping that the bill gets introduced in January.

Attached:

- Library Statistics
- MLA Annual Conference Reports
 - Nisa Kessler
 - Val Meyerson

(orange = pandemic services)

OverDrive Circulation

Hoopla Circulation

Kanopy Circulation

RB Digital Magazines Circulation -- Overdrive Magazines

PDL - Monthly Digital Circulation

(orange = pandemic services)

<u>Library Chat</u>													
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2020	3	2	13	20	14	22	17	14	11	8	5	15	144
2021	20	6	10	10	5	5	8	5	12	2	2	11	96
2022	7	7	6	13	4	4	8	8	7	8	6	7	85
2023	25	23	17	13	18	22	9	22	26	15			
%Change:	257%	229%	183%	0%	350%	450%	13%	175%	271%	88%	200%	-36%	-11%
<u>Database Searches: Value Line</u>													
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2020								88	73	121	233	272	787
2021	373	591	763	736	713	863	889	924	980	1029	1080	1134	10075
2022	1213	988	1134	1094	982	895	920	805	799	808	789	756	11183
2023	700	685	699	681	699	672	628	583	605	580			
%Change:	-42%	-31%	-38%	-38%	-29%	-25%	-32%	-28%	-24%	-28%	-27%	-33%	11%
<u>Database Searches: Ancestry.com</u>													
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2020						921	660	1280	762	384	302	21	4330
2021	1231	223	345	342	709	174	28	63	126	506	296	362	4405
2022	186	42	169	76	82	0	20	53	7	0	11	162	808
2023	667	113	41	217	154	187	69	10	3	38			
%Change:	259%	169%	-76%	186%	88%		245%	-81%	-57%				
<u>Creative Bug</u>													
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2020												48	48
2021	35	40	23	14	20	14	5	7	8	3	5	10	184
2022	36	9	3	6	1	3	9	7	4	11	7	9	105
2023	13	13	17	23	8	4	13	14	7	17			
%Change:	-64%	44%	467%	283%	700%	33%	44%	100%	75%	55%			
<u>Mango Languages</u>													
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2020	148	88	87	127	140	98	118	156	121	98	93	122	1396
2021	113	117	115	103	82	118	68	66	34	82	88	70	1056
2022	111	133	136	175	132	138	144	149	116	92	132	100	1558
2023	107	123	123	70	70	47	60	88	99	113			
%Change:	-4%	-8%	-10%	-60%	-47%	-66%	-58%	-41%	-15%	23%			

PDL: Montly Statistics Comparisons

(orange = pandemic services)

[illegible]

PDL: Montly Statistics Comparisons

(orange = pandemic services)

	<u>Wireless: Monthly users</u>												
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2020	2530	2445	1441	384	405	1154	2468	2336	2064	2607	2147	2215	22196
2021	1997	1938	2329	2255	2364	2606	3347	3065	2792	3350	2793	2706	31542
2022	2758	2673	3028	3333	3410	3434	3495	3435	2899	3155	2978	2659	34499
2023	2910	2413	2772	2762	3065	3040	3266	2994	2726	2993			
%Change:	6%	-10%	-8%	-17%	-10%	-11%	-7%	-13%	-6%	-5%	7%	-2%	9%
	<u>Door Counters</u>												
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2020	8864	9241	4783	55	76	2209	4581	4506	4515	4982	3547	3478	50837
2021	3683	3987	4901	4321	4536	5404	7151	6272	5251	5919	5684	4986	62095
2022	5147	5574	6732	6510	6103	6934	8264	7548	6036	7110	6108	6222	78288
2023	7843	6780	7608	7498	7292	7788	8713	7429	5760	6688			
%Change:	52%	22%	13%	15%	19%	12%	5%	-2%	-5%	-6%	7%	25%	26%
	<u>Curbside Counts</u>												
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2020						78	219	131	146	119	148	163	1004
2021	149	139	147	85	72	61	53	51	56	69	43	20	945
2022	55	33	39	47	27	38	44	28	36	33	32	33	445
2023	17	15	26	25	27	25	26	20	23	9			
%Change:	-69%	-55%	-33%	-47%	0%	-34%	-41%	-29%	-36%	-73%	-26%	65%	-53%
	<u>Locker Checkouts</u>												
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2021						29	17	33	69	26	14	17	205
2022	26	27	34	51	25	38	61	38	44	36	32	27	439
2023	33	33	38	48	33	48	54	39	42	41			409
%Change:	27%	22%	12%	-6%	32%	26%	-11%	3%	-5%	14%	129%	59%	114%

OCTOBER 18–20, 2023

MLA Annual Conference

NISA KESSELER

WEDNESDAY
OCTOBER 18, 2023



AWARDS DINNER:

**THE MICHIGAN LIBRARY
AWARDS DINNER WAS A
LOVELY WAY TO KICK OFF
MY MLA CONFERENCE! THE
WINNERS WERE ALL
INSPIRING AND IT WAS
WONDERFUL TO MEET SO
MANY HARDWORKING
LIBRARY PEOPLE!**

THURSDAY, OCTOBER 19, 2023

CONNECTING THE DOTS BETWEEN PUBLIC LIBRARIES AND SCHOOLS

During this session, the presenters showed how their library was able to build strong relationships with their local schools. The library started the “student success initiative”, which included creating student library cards. with this program, the library connected with teachers, administrators, parents, and students.

Petoskey library already has a program to get cards into the hands of students and it works well. while the presenters’ program is interesting, it seems less of a way to expand access and more of a way to intertwine the library in the school district. For instance, the library uses the student id number as the card number; schools get to determine which students get a card; and schools get to choose what materials and formats students can check out.

There were aspects that I think are worth considering, such as lending hot spots to students for extended periods (based on need determined by the schools). They also have a donation funded scholarship for students who have these cards, which I thought was a pretty cool way to incentivize getting the card.

THURSDAY, OCTOBER 19, 2023

WHAT'S ALL THIS THEN? EXPLAINING CENSORSHIP TO PATRONS

This session was presented by two employees at Ferndale Area District Library, Mary Grahame Hunter and Jeff Milo. It was a great reminder that not all patrons are necessarily “keeping up” with all that has been happening with censorship and book challenges. They had great advice on how to approach the discussion, especially how to use these discussions as opportunities to educate our patrons on how libraries work. The emphasis was on the patron and how libraries exist for the patrons and we (library workers) want to ensure that patrons' rights are protected.

FADL has many ways that they communicate with their patrons about these issues, but their most successful has been their podcast. Using the podcast, they have helped patrons understand three ways libraries protect patrons' rights: collection development, providing access to information, and protecting patron privacy.

Another takeaway was using a positive tone to emphasize agency, such as moving from “banned books” to “freedom to read”. It is always about re-centering patrons' rights and agency in the library.

**ALA POLICY CORPS:
PANEL ON
INTELLECTUAL FREEDOM**

PANELISTS:

- AMY CHURCHILL
- JOYCE MCINTOSH
- LARRY NEAL
- KENT OLIVER

TAKEAWAYS:

- BE CAREFUL WITH WORDS.
- TAKE THE DRAMA OUT OF THE CONVERSATION.
- WORK WITH ALLIES AND LET THEM KNOW WHAT'S HAPPENING.
- HAVE POLICIES IN PLACE, REVIEW AND MAKE SURE THEY WORK FOR YOU.

THE 1ST AMENDMENT, CENSORSHIP, AND SPINE LABELS

Why do libraries use spine labels? Often they are used for convenience, but the unintended consequence can be that these books are isolated or have undue attention drawn to them based on content. Many groups and government entities (i.e. Texas) are trying to get a rating system for books, like what exists for movies and video games. However, those are systems voluntarily adopted by those industries and they do not have the force of law. There are no standard definitions to use when attempting to rate books, so libraries would be required to read all materials from the collection and make determinations for each work based on ambiguous standards.

The presenters (Clare Membiela and Anne Seurynck) emphasized that public libraries (unlike public schools) do not act "in loco parentis". They talked about various court cases that involve libraries and first amendment rights and protections, such as *Sund v. City of Wichita Falls*, *Counts v. Cedarville School District*, and the current case *Little v. Llano County*.

LOOKING AT LIBRARY SAFETY THROUGH A TRAUMA-INFORMED LENS

****Trauma-informed means moving from “what’s wrong with you?” to “what happened to you?”**

Kalamazoo Public Library uses security staff trained to understand trauma and ACEs (adverse childhood experiences) so they can better interact with people who are reacting to stressors. They also softened and streamlined the language in the code of conduct, removed the “bag” policy, and clarified their service animal rules. They address issues of loitering and sleeping in the library by centering the patron’s needs and well-being. KPL uses an incident reporting system that is transparent to all staff and that has “severity levels”, so supervisors know which incidents are severe enough to warrant intervention immediately.

The best part of the KPL system is the “peer navigators”. These are people who have lived experiences with specific traumas (i.e. homelessness, addiction, etc.) and are trained to help. KPL also has a WMU social work intern that works with patrons experiencing trauma, and they partner with other social service agencies. I feel like these are positive steps to make sure we are serving our patrons, especially when they are struggling.

BUILDING LASTING RELATIONSHIPS W/TEENS THROUGH OUTREACH AND ADAPTABLE PROGRAMMING

Teens are increasingly diverse:
in 1980, 74% of youth identified as non-hispanic white; in 2020, 47% identified as non-hispanic white and 53% all other ethnic groups.

In 2020, 9.5% ages 13-17 identify as LGBTQIA+.

CDC estimated mental health diagnoses in children 13-17: ADHD 9.8%, anxiety 9.4%, depression 4.4% .

- Building relationships: connect with your teens and your community
- Teen autonomy: teen-led and focused programming
- Adaptability: be flexible, learn to pivot
- Library connections: capitalize on connections with other libraries and with community partners
- Getting out there: “weird” outreach (games, costumes, etc.), lunch visits, community events, collaborative projects in the community

CONNECTING THE DOTS BETWEEN RESTORATIVE PRACTICES AND PUBLIC LIBRARIES

The final keynote was about restorative practices and public libraries, which is an interesting idea that I have seen in different forums. The speaker, Stephen Jackson from Oak Park Public Library, has extensive knowledge on this subject and has utilized these practices to make the library a more welcoming and supportive space. There were 5 practical ways he suggested to engage in restorative practices: 1- check in (say hello, make eye contact), 2- storytelling (share your story, listen to others), 3- self-care, 4- building relationships, and 5- active participation. These practices provide opportunities to connect with your community, they encourage community involvement with the library, they promote understanding between staff and patrons, and they foster inclusion.

Stephen specifically talked about his experiences working with teens in the library and emphasized the importance of the check-in (say hello, get to know names, shake hands) to make the library a more welcoming and inviting space for teen patrons. He also discussed the importance of a dedicated space for teens in the library.

NISA'S TAKEAWAYS

- I had a lot of fun seeing some other teen librarians and meeting other library workers. I love the networking opportunities at MLA Annual.
- Most of the teen specific sessions were interesting, but also mostly things we already do at PDL.
- I found the intellectual freedom sessions very informative and helpful in navigating these book challenging times. The session on the 1st amendment and spine labels was really packed full of good information.
- My favorite session was probably the Kevin King session on trauma informed practices. He has a very clear understanding of his community and his compassion is enormous.

MLA Annual Conference: 2023, Kalamazoo MI

Another great conference in the fun city of Kalamazoo. I've made note of the sessions I attended and highlighted my key take aways.

Wednesday

Everyday Evaluative Thinking

Alison Prieur, DARE Impact Consulting and Andrea Vernola, Kalamazoo PL

- Use PLA Outcomes for benchmarking
- Use evidence to evaluate
- Include evaluation on Job descriptions
- Do an easy poll as people come in the library

Reimagining your Emergency Action Plan

Aaron Witt, A-Train Tactical

- Milford worked with them and loved the outcome. Very cost effective. Their plan included great maps, and easy to understand tabs.
- May have to lock down for incidents, not just shooter
- Include PA announcement with all the info. Have verbiage in plan
- Distinction between shelter in place/lock down/lock out... watch our verbiage and clarify

Michigan Library Awards Banquet

This was a wonderful event. The committee did a spectacular job supporting and honoring our wonderful colleagues in the state – Nisa being one of them. It was a joy being there.

Thursday

Think Space Cohort Breakfast

Getting together with my cohort from Think Space was a great way to catch up on what is going on in their libraries.

Keynote: Ellen Hopkins: Writing the Righteous Fight

Ellen Hopkins is one of the most “banned” authors in the US. She has been fighting book removals across the country. Her book, CRANK, tells the personal, fictionalized story of her daughter's demise with drug addiction. It is gritty, and hard, and painful but a story that would be helpful to many teens to read to help sway from going down that path.

Michigan Library Advocacy Update

Bob DeVries, GCSI

Bob reviewed what is going on in Lansing, including two interesting bills that would affect our library: 1. OMA change to allow for virtual meetings, and 2. A bill to disallow holding librarians liable for doing their jobs, and to make the librarians solely responsible for the collection, and taking that role off the plate of boards.

I also helped out by sitting on a small, panel discussing the benefits of befriending our legislators.

FOIA and OMA: back to the basics

Anne Seurnynck, Foster Swift

- Building committee meetings should be posted
- Email correspondence – include ways to reply, just to me
- Recordings of meetings are allowed, video and audio
- Notices have to be prominently on website
- Patron name should never be part of a public record (challenges)
- Library Board members should have Library emails, so not to commingle public records with their private emails.
- Can't change state retention policy -must use that

Annual Membership Meeting

Survey was reiterated again – 70% of the public trust librarians to curate our collections; 80% of people understand that people have a right to pick what their kids read, and do not have a right to tell other people what their kids can read

First Amendment, Censorship and Spine Labels

Clare Membiela, Library of Michigan and Anne Seurnynck, Foster Swift

- Only use standard, genre labels – western, mystery, sci-fi. Do not label “Christian fiction”.

Reception at Kalamazoo Public Library

Friday

Holistic Approach to Strategic Planning

Amanda Standerfer, Fast Forward Libraries

- Core of library should be mission related
- Strategy – vision related: strengths, opportunities, and impact
- Create a four quadrant decision tree for programs of Effort and Impact
- Be more strategic in our planning: Core – Strategy – Culture
- Do a community survey at least every five years

- Who is our audience – what is our message – how do we find them?
- We should engage with non users throughout the year
- Culture is how we engage and team dynamics:
 - From Events to Patterns/trends to system structures and drivers to the predominant social paradigm
- Create an Operations plan first: procedures, tech, facility, financial
- Then do a strategic plan – what really has impact
- Then can work on the culture code / values statements
 - Internal – capacity assessment, strengths/opportunities, how do we do better
 - Community input -
 - Retreat – to make meaning of everything above
- Then implementation – continuous improvement. Review and update every year.

Intellectual Freedom a Discussion with Library Directors

I sat on this panel with three other library directors.

Connecting the Dots Between Restorative Practice and Public Libraries

Stephen Jackson, Oak Park (IL) Public Library

- Homework for unfulfilled staff: Pick three realistic things that I can do to help you love your job
- Ways to engage in restorative practice:
 - Regular checkins
 - Story telling – find common values when listen to staory
 - Self care – boundaries, mentally, spiritually, physically
 - Building relationships –
 - Active participation

Vendors Visited

- Library Design Associates: discussed Tween project
- OverDrive – to touch base with our sales rep and discuss a cataloging situation
- Library of Michigan – discussion with State Librarian
- Daniels and Zermack – talked with Seth Pechansky, architect
- Teachout – security company, the provide guards
- Local Hop – reviewed their calendar software
- C2AE – discussed a proposal for an update to the second floor with architect
- Craft and Hobby – a new crafting database, reviewed the platform
- RPA, Risk Program Administrators – possibility of changing liability insurance.

Petoskey District Library Meeting Information

RE: New Business 1 - Board emails

After attending a session about the Freedom of Information Act (FOIA), it was made clear that if we ever have a FOIA request for communications and emails, it would be very difficult for you to obtain all the correspondence. If however, all board members utilized a "Library" email address, all business could be conducted on those, which I could gain access to if need be.

We would create six emails for library board members, in the format of LibraryTrustee1, LibraryTrustee2, etc... The emails would pass to the next person when a board member retires their position. To access this email you would have to log in to the staff portal. It may be more cumbersome, but it would certainly be more protected in the instance of a FOIA request.

If you want to continue using your personal emails, I would suggest filing them in a special folder for library business. Library emails should be retained for two years.

We will discuss further at the board meeting.

Northland Library Cooperative Reciprocal Borrowing Agreement

This reciprocal borrowing agreement provides patrons of _____ library the opportunity to borrow materials from members of other Northland Library Cooperative member libraries that have executed a similar agreement without charge.

The only services not available to reciprocal borrowers are the interlibrary loan service (including borrowing through MeLCat) and services that are limited to residents due to licensing restrictions (example: Overdrive, Hoopla). Patrons should check with their home library for details on these services.

Note: Shared ILS agreement policies supersede this reciprocal borrowing agreement's policies.

Definitions:

Home library: Library where the patron resides and matches their physical library card

Registering Library: Reciprocal library that uses the home library card to register the patron

Lending Library: Library that lends the materials.

Guidelines for reciprocal borrowing include:

1. The borrower is subject to all the rules and regulations of the lending library.
2. All borrowed materials must be returned to the lending library.
3. Reserves may be placed on materials.
4. Borrowers are responsible for returning materials on time and may be fined for late materials. The borrower will be charged for any lost or damaged materials.
5. If the borrower does not make payment, the home library will be invoiced within one year.
6. Each library may suspend borrowing privileges for a patron who is not in good standing at the library.
7. Northland shall publish a list annually of the libraries participating in Reciprocal Borrowing.

This agreement has been approved by member library boards and the Northland Board of Trustees.

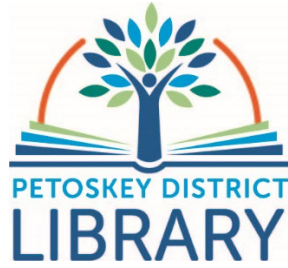
Board Chair of _____ Library

Date: _____

Board Chair Signature

Date: _____

Board Chair of Northland Library Cooperative



Library Board Meetings 2024 Schedule

Meetings are 5:00 p.m., 4th Thursday (except where noted).

January 25

February 22

March 28

April 25

May 23

June 27

July 25

August 22

September 26

October 24

November 26 – Tuesday

No December Meeting Scheduled

**All meetings begin at 5:00 p.m. and are held in the
Lower Level Classroom, unless otherwise noted.**

**Petoskey District Library
500 E. Mitchell St. - Petoskey MI**

Petoskey District Library

Library Closures through 2024

Regular Paid Holiday Closures

- November 23 & 24, 2023
- December 24 & 25, 2023
- January 1, 2024
- May 27, 2024
- July 4, 2024
- September 2, 2024
- November 28 & 29, 2024
- December 24 & 25, 2024

Other Closures

February 2, 2024: In-service

March 31, 2024: Easter Sunday

Petoskey District Library Meeting Information

RE: New Business 5 – Budget Amendment

During last year's budget process, we did not have the final amount for the construction project so knew we would have to amend the budget at the end of the year to accommodate those charges. We also changed from a full time to parttime facility manager, which caused changes in two accounts.

Line item 271-790-702: Salaries & Wages: Full time is reduced by \$50,000 due to one less full time employee.

Line item 271-790-802: Contracted Services: is increased to accommodate the charges from OHM and the cleaning contractor that replaced the fulltime facility manager.

Line item 271-790-970: Capital outlay: is increased to accommodate the construction work on the building. We initially approved \$213,500 as a place holder and the project, as we know came in much higher.

Audrey Plath, CFO, requested that we only amend the accounts that needed large adjustments.

Petoskey District Library: 2023 Budget -Draft

Account Number	Account Description	2022 Year End	2023 Approved	Year to Date 10/31/2023	Amendment: 11/21/2023	Amended Budget
<u>REVENUES</u>						
<u>Operating Revenues:</u>						
271-081-402.000	STATE AID	17,101	17,400	17,645		17,400
271-081-403.000	CURRENT PROPERTY TAX	898,807	945,700	1,057,893		945,700
271-081-405.000	PROPERTY TAX - Bear Creek	201,944	208,001	210,879		208,001
271-081-407.000	PROPERTY TAX - Resort Twp.	154,958	159,604	163,932		159,604
271-081-409.000	PROPERTY TAX - Little Traverse Twp.	129,380	133,261	136,241		133,261
271-081-411.000	PROPERTY TAX - Springvale Twp.	46,213	47,660	48,696		47,660
271-081-445	Penalties and Interest			1,563		-
271-081-566.000	GRANTS	73,744	68,560	51,812		68,560
271-081-656.000	LIBRARY BOOK FINES / FEES	145	-	-		-
271-081-657.000	PENAL FINES	60,125	60,000	53,343		60,000
271-081-658.000	REIMBURSEMENTS	2,639	3,000	3,953		3,000
271-081-687.000	PAID CARDS	3,680	3,000	2,870		3,000
271-081-692.000	COPIES	3,973	3,300	3,460		3,300
271-081-694.000	BOOKSALE	11,481	11,000	11,599		11,000
271-081-695.000	CONTRACTED WAGES	13,542	13,000	8,770		13,000
<u>Non-operational Revenues:</u>						-
271-082-664.000	INTEREST INCOME	2,114	5,000	12,398		5,000
271-082-682.000	OTHER	28,113	1,000	5,221		1,000

Petoskey District Library: 2023 Budget -Draft

Account Number	Account Description	2022 Year End	2023 Approved	Year to Date 10/31/2023	Amendment: 11/21/2023	Amended Budget
271-082-684.000	BUILDING RENTAL	5,450	6,500	8,906		6,500
271-082-696.000	DONATIONS	12,917	7,000	12,245		7,000
	unrealized gains/loss of invest.					
	TOTAL REVENUES:	1,666,326	1,692,986	1,811,426	-	1,692,986
<u>EXPENDITURES</u>						
271-790-702.000	SALARIES & WAGES: Full Time	420,723	504,698	362,220	(50,000)	454,698
271-790-704.000	SALARIES & WAGES: Part Time	195,989	211,241	177,847		211,241
271-790-724.000	FRINGE BENEFITS	228,342	237,800	169,772		237,800
271-790-751.000	OFFICE/LIBRARY SUPPLIES	8,521	11,000	6,474		11,000
271-790-752.000	BUILDING SUPPLIES	6,447	6,500	4,896		6,500
271-790-760.000	BOOKS - ADULT	29,685	37,500	27,783		37,500
271-790-760.1.000	BOOKS - CHILDRENS	22,475	22,000	13,732		22,000
271-790-760.2.000	BOOKS - YOUNG ADULT	5,061	5,000	3,708		5,000
	Total Books:	57,221	64,500	45,223		64,500
271-790-760.400	PERIODICALS	6,343	6,000	6,681		6,000
271-790-761.000	AUDIO VISUAL - ADULT	10,046	11,000	8,756		11,000
271-790-761.100	AUDIO VISUAL - CHILDRENS	1,454	1,500	1,464		1,500
271-790-761.200	AUDIO VISUAL - YOUNG ADULT	843	750	260		750
	Total AV:	12,343	13,250	10,480		13,250

Petoskey District Library: 2023 Budget -Draft

Account Number	Account Description	2022 Year End	2023 Approved	Year to Date 10/31/2023	Amendment: 11/21/2023	Amended Budget
271-790-762.000	ELECTRONIC MATERIALS	31,923	32,500	27,278		32,500
271-790-762.1	DATABASES	5,454	5,500	7,546		5,500
271-790-801.000	PROFESSIONAL SERVICES	1,666	3,000	2,282		3,000
271-790-802.000	CONTRACTED SERVICES	167,336	135,275	172,188	75,000	210,275
271-790-850.000	COMMUNICATIONS	10,130	11,500	5,375		11,500
271-790-880.000	COMMUNITY OUTREACH	2,715	2,500	2,988		2,500
271-790-885.000	Donations Expense	916		4,171		-
271-790-887.000	Bank Charges	350	500	375		500
271-790-905.000	PRINTING/ADVERTISING/ POSTAGE	26,897	29,720	17,150		29,720
271-790-912.000	TRAINING/TRAVEL	9,721	9,000	5,084		9,000
271-790-915.000	MEMBERSHIP & DUES	2,045	2,000	2,163		2,000
271-790-920.000	PUBLIC UTILITIES	34,021	31,000	23,791		31,000
271-790-924.000	HEATING FUEL	16,661	15,000	8,940		15,000
271-790-930.000	BUILDING REPAIR & MAINTENANCE	36,451	30,500	21,837		30,500
271-790-931.000	EQUIPMENT REPAIR & MAINTENANCE	1,077	7,100	580		7,100
271-790-937.000	INSURANCE & BONDS	6,374	6,500	8,576		6,500

Petoskey District Library: 2023 Budget -Draft

Account Number	Account Description	2022 Year End	2023 Approved	Year to Date 10/31/2023	Amendment: 11/21/2023	Amended Budget
271-790-955.000	MISCELLANEAOUS	1,422	1,500	(116)		1,500
271-790-958.000	PROGRAMMING - CHILDRENS	7,707	9,000	6,229		9,000
271-790-958.100	PROGRAMMING - ADULT	16,774	12,000	8,111		12,000
271-790-958.200	PROGRAMMING - YOUNG ADULT	2,408	2,000	2,408		2,000
271-790-964	MAKERSPACE: equipment/supplies	2,548	3,000	2,500		3,000
271-790-970.000	CAPITAL OUTLAY		213,500	157,824	715,000	928,500
271-790-985.000	EQUIPMENT		2,500	2,698		2,500
271-790-986.000	TECH - EQUIPMENT & SOFTWARE	20,154	25,250	253		25,250
271-790-995.000	ADMINISTRATIVE FEES	6,000	6,000	6,000		6,000
	Total Operating Expenditures:	1,346,679	1,651,334	1,279,824	740,000	2,391,334
	<u>Bond Debt</u>					
271-792-991.000	PRINCIPAL PAYMENT	220,000	265,000	265,000		265,000
271-792-992.000	INTEREST PAYMENT	22,672	18,100	18,053		18,100
271-792-993.000	PAYING AGENT FEES	250	250	250		250
	Total Debt Expenditures:	242,922	283,350	283,303		283,350
	TOTAL EXPENDITURES:	1,589,601	1,934,684	1,563,127		2,674,684
	Excess Of Revenues Over Expenditures		(241,698)	248,299		(981,698)
	General Fund Balance	940960	699,262			232,262
	Building Reserve Fund Balance	273,000	273,000			-