

Petoskey District Library Board of Trustees

231.758.3100

500 E. Mitchell St Petoskey

Tuesday, November 26, 2024, 5:00 p.m.

Call to order

Agenda

Public Comment

Approval of Minutes: October 24, 2024

Approval of Bills: October 2024

Financial Statement Review

Reports:

- ◆ Friends of the Petoskey Public Library
- ◆ Director's Report
- ◆ Contracting Townships: Questions/Comments

Board Members' Comments:

Unfinished Business:

1. Personnel Policy Update for new PT Sick Leave Policy

New Business:

1. 2025 Meeting schedule
2. 2025 Library closure dates

Public Comments:

Presentation: Survey Results

Presentation: UofM Student Accessibility Project (6:00pm)

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 24, 2024

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

Present: Kim Block, Ann Ingles, Mike Atchison, Amy Janssens, Brady Olson (student), Trevor Nelson, and Val Meyerson (Library Director). Quorum requirements met.

Agenda: Approved by consensus.

Public Comment: None.

Minutes from the September meeting: approved by consensus.

Approval of August bills:

- Ann asked about the payment to Springvale Twp. Val explained that they overpaid.
- Kim asked about the \$260k payment. Val explained that this was a payment against the bond balance.
- Amy asked about the Envisionware expense. Val explained that this is the annual fee.
- Approved by consensus.

Financial Statement review:

- Kim asked about the capital outlay overage of \$6950.20. Val explained.
- Mike and Kim asked for a refresher on the various fund and cash-account line items on the balance sheet. Val explained.

Friends of the Library report: Merry Baxter from the FOL board presented on behalf of the Friends.

- They had a retirement party for the 7 board members who recently retired from the board. They are looking for new board members from within their broader membership.
- 3 upcoming events:
 - Speaker at the Carnegie Bldg – History of Nubs Nob, November 25
 - Candy Cane Village and book giveaway at the Downtown open house
 - Fundraising committee is planning next fall's "night at the library" fundraiser

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

- Val will have a full report from the recent MLA conference to present to the board at the November meeting.
- U of M students are helping with user experience and accessibility aspects of the PDL website. Val lauded the students and their contributions.
- Strategic Planning Committee. Val asked the board to help recruit for the focus groups and updated the board on the Committee's progress.
- Kim asked about Wonder Media. Val explained how this is used in the youth department.
- Brady asked about the high school student response to the non-cardholder survey after he presented to the Key Club. Val reported that 4 more students did the survey after his presentation.

Comments / Questions from Township representatives:

- None.

Board Comments:

- Ann attended a recent school board meeting and noted that the Sheridan Elementary principal, Mark Oberman, reported to the board that he attended Family Literacy Night and gave it a glowing review, along with the library in general.

Unfinished Business:

- None.

New Business:

- **New part-time sick leave policy**
 - Val referred the board to the material provided in the board packet and pointed out the key provisions.
 - Kim asked several questions about the accrual of personal days, sick days, vacation days, etc. and how it differs between full and part time employees. Val explained.
 - Amy asked how many employees have been with the PDL for several years. Val responded that many of the employees are long-time employees.
- **Updated wage scale**
 - Val explained the changes. No discussion. Ann moved to approve. Amy seconded. Vote taken. Passed unanimously.
- **Early closure the day before thanksgiving**
 - Val requested that the library close at 6 pm on Wednesday, November 27. Ann moved to approve. Amy seconded. Vote taken. Passed unanimously.
- **Policy Review**
 - Administration: No changes proposed. No questions or concerns from the board.
 - Meeting room policy changes: Amy moved to approve. Ann seconded. Vote taken. Passed unanimously.
 - Teen Area: No changes proposed. No questions or concerns from the board.
- **Emmet Co. agreement for Senior Citizen Services (Bibliobag)**
 - Val referred to the copy of the agreement in the board packet and highlighted the key provisions. Trevor made a motion to allow Kim to sign the agreement as the board president. Ann seconded. Vote taken. Passed unanimously.

Public Comment: Karen Cole from the City of Petoskey complimented the board on its ability to have meaningful and civil discussions.

Adjournment: Meeting adjourned at 6:03 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
106375	10/09/2024	4Imprint	Office/Library Supplies	178.37
106279	10/02/2024	Alliance Entertainment	Audio Visual - Adult	270.51
106279	10/02/2024	Alliance Entertainment	Audio Visual - Young Adult	137.52
106452	10/16/2024	Amazon Capital Services	Programming - Young Adult	84.75
106452	10/16/2024	Amazon Capital Services	Tech. Equipment & Software	83.58
106452	10/16/2024	Amazon Capital Services	Books - Adult	48.09
106452	10/16/2024	Amazon Capital Services	Office/Library Supplies	49.95
106452	10/16/2024	Amazon Capital Services	Office/Library Supplies	14.56
106452	10/16/2024	Amazon Capital Services	Programming - Children	71.93
106452	10/16/2024	Amazon Capital Services	Audio Visual - Adult	34.99
106452	10/16/2024	Amazon Capital Services	Office/Library Supplies	62.88
106452	10/16/2024	Amazon Capital Services	Building Supplies	52.99
106282	10/02/2024	Atchison Paper & Supply	Building Supplies	331.96
106455	10/16/2024	Atchison Paper & Supply	Building Supplies	79.50
106455	10/16/2024	Atchison Paper & Supply	Office/Library Supplies	159.38
106382	10/09/2024	Backyard Birds and Beyond	Programming - Adult	450.00
106545	10/23/2024	Blue Care Network	Fringe Benefits	2,543.74
106546	10/23/2024	Blue Cross/Blue Shield Mich.	Fringe Benefits	5,239.16
106388	10/09/2024	Centaris	Contracted Services	417.00
106389	10/09/2024	Center Point Large Print	Books - Adult	137.28
106462	10/16/2024	Charlevoix Public Library	Miscellaneous	89.94
106390	10/09/2024	Cintas Corp #729	Building Supplies	28.55
106390	10/09/2024	Cintas Corp #729	Building Supplies	28.55
106390	10/09/2024	Cintas Corp #729	Building Supplies	28.55
106293	10/02/2024	City of Petoskey	Building Repair & Maintenance	40.00
106464	10/16/2024	City of Petoskey	Community Outreach	240.00
106294	10/02/2024	CITY OF PETOSKEY - DMB	Community Outreach	300.00
106294	10/09/2024	CITY OF PETOSKEY - DMB	Community Outreach	300.00
106465	10/16/2024	CITY OF PETOSKEY - DMB	Community Outreach	300.00
106295	10/02/2024	City Treas. for Utility Bills	Public Utilities	2,203.80
106295	10/02/2024	City Treas. for Utility Bills	Public Utilities	676.63
106297	10/02/2024	Crooked Tree Arts Center	Contracted Services	594.05
106549	10/23/2024	Delta Dental	Fringe Benefits	297.04
106552	10/23/2024	DTE Energy	Heating Fuel	105.12
106552	10/23/2024	DTE Energy	Heating Fuel	83.20
106475	10/16/2024	Emmet County Treasurer	Current Property Tax	375.04
106475	10/16/2024	Emmet County Treasurer	Penalties & Interest	51.19
106403	10/09/2024	Gale/Cengage Learning Inc.	Books - Adult	26.39
106403	10/09/2024	Gale/Cengage Learning Inc.	Books - Adult	27.99
106403	10/09/2024	Gale/Cengage Learning Inc.	Books - Adult	30.39
106403	10/09/2024	Gale/Cengage Learning Inc.	Books - Adult	166.34
106403	10/09/2024	Gale/Cengage Learning Inc.	Books - Adult	25.60
106403	10/09/2024	Gale/Cengage Learning Inc.	Books - Adult	135.95
106556	10/23/2024	GFL Environmental	Contracted Services	145.00
106316	10/02/2024	Henry, Cameron	Contracted Services	75.00
106561	10/23/2024	Henry, Cameron	Contracted Services	75.00
106479	10/16/2024	Hohlbein, Mary	Training & Travel	44.76
106411	10/09/2024	Ingram Library Services	Books - Adult	2,049.07
106411	10/09/2024	Ingram Library Services	Books-Children's	2,400.44
106411	10/09/2024	Ingram Library Services	Books - Young Adult	451.22
106412	10/09/2024	Integrity Business Solutions	Office/Library Supplies	53.00
106630	10/30/2024	Integrity Business Solutions	Office/Library Supplies	114.30

Check Number	Check Issue Date	Payee	Invoice GL Account Title	Amount
106630	10/30/2024	Integrity Business Solutions	Office/Library Supplies	4.77
106484	10/16/2024	Library Network, The	Contracted Services	122.50
106487	10/16/2024	Midwest Tape LLC	Audio Visual - Adult	77.98
106487	10/16/2024	Midwest Tape LLC	Audio Visual - Adult	102.98
106487	10/16/2024	Midwest Tape LLC	Audio Visual - Adult	142.96
106487	10/16/2024	Midwest Tape LLC	Audio Visual - Adult	122.97
106487	10/16/2024	Midwest Tape LLC	Audio Visual - Adult	39.99
106423	10/09/2024	Northern Gale Cleaning & Property Mgmt	Contracted Services	1,500.00
106573	10/23/2024	Northern Gale Cleaning & Property Mgmt	Contracted Services	1,500.00
106575	10/23/2024	OneAmerica	Fringe Benefits	124.70
106494	10/16/2024	Peninsula Fiber Network LLC	Communications	89.10
106426	10/09/2024	Petersen, Elisabeth	Programming - Adult	200.00
106428	10/09/2024	PRANTERA, MARY SUE	Training & Travel	330.98
106584	10/23/2024	Quadient Inc.	Office/Library Supplies	2.40
106506	10/16/2024	Scholastic Inc.	Donation Expense	228.00
106507	10/16/2024	SenSource	Contracted Services	320.00
106354	10/02/2024	Summit Fire Protection	Contracted Services	266.81
106354	10/02/2024	Summit Fire Protection	Contracted Services	566.75
106357	10/02/2024	T-Mobile	Communications	296.07
106358	10/02/2024	Today's Business Solutions Inc.	Contracted Services	2,109.00
106516	10/16/2024	Unique Management Services Inc.	Contracted Services	46.60
106363	10/02/2024	Van's Business Machines	Equipment Repair & Maintenance	202.08
106599	10/23/2024	VSP	Fringe Benefits	153.25
Grand Totals:				29,960.14

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
271-000-202.000	300.00	30,260.14-	29,960.14-
271-081-403.000	375.04	.00	375.04
271-081-445.000	51.19	.00	51.19
271-790-724.000	8,357.89	.00	8,357.89
271-790-751.000	639.61	.00	639.61
271-790-752.000	550.10	.00	550.10
271-790-760.000	2,647.10	.00	2,647.10
271-790-760.100	2,400.44	.00	2,400.44
271-790-760.200	451.22	.00	451.22
271-790-761.000	792.38	.00	792.38
271-790-761.200	137.52	.00	137.52
271-790-802.000	7,737.71	.00	7,737.71
271-790-850.000	385.17	.00	385.17
271-790-880.000	840.00	300.00-	540.00
271-790-885.000	228.00	.00	228.00
271-790-912.000	375.74	.00	375.74
271-790-920.000	2,880.43	.00	2,880.43
271-790-924.000	188.32	.00	188.32
271-790-930.000	40.00	.00	40.00
271-790-931.000	202.08	.00	202.08
271-790-955.000	89.94	.00	89.94
271-790-958.000	71.93	.00	71.93
271-790-958.100	650.00	.00	650.00
271-790-958.200	84.75	.00	84.75
271-790-986.000	83.58	.00	83.58

GL Account	Debit	Credit	Proof
Grand Totals:	30,560.14	30,560.14-	.00

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

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

Report Criteria:

Check Detail.GL account (3 Characters) = "271,718"

Check.Created date = 10/01/2024-10/31/2024

Check Number	Check Issue Date	Name	GL Account	Amount
106095	10/02/2024	3D Universe	271790964000	696.00-
Grand Totals:				<u>696.00-</u>

CITY OF PETOSKEY
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2024

FUND 271 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>OPERATING REVENUE</u>					
271-081-402.000 STATE AID	.00	17,757.78	17,500.00	257.78	101.47
271-081-403.000 CURRENT PROPERTY TAX	1,359.11	1,123,845.09	996,200.00	127,645.09	112.81
271-081-405.000 PROPERTY TAX - BEAR CREEK	.00	227,974.05	221,500.00	6,474.05	102.92
271-081-407.000 PROPERTY TAX - RESORT	.00	178,236.03	175,500.00	2,736.03	101.56
271-081-409.000 PROPERTY TAX - LITTLE TRAVERSE	16.07	147,278.31	146,500.00	778.31	100.53
271-081-411.000 PROPERTY TAX - SPRINGVALE	.00	53,835.62	51,000.00	2,835.62	105.56
271-081-445.000 PENALTIES & INTEREST	(65.18)	1,274.34	.00	1,274.34	.00
271-081-566.000 GRANTS	.00	25,784.00	25,900.00	(116.00)	99.55
271-081-657.000 PENAL FINES	.00	72,283.88	50,000.00	22,283.88	144.57
271-081-658.000 REIMBURSEMENTS	1,721.24	3,027.42	3,500.00	(472.58)	86.50
271-081-687.000 PAID CARDS	380.00	3,125.00	3,500.00	(375.00)	89.29
271-081-692.000 COPIES	1,077.90	4,557.81	3,300.00	1,257.81	138.12
271-081-694.000 BOOK SALE	1,462.90	12,540.18	12,000.00	540.18	104.50
271-081-695.000 CONTRACTED WAGES	.00	6,253.00	12,000.00	(5,747.00)	52.11
271-081-696.000 MERCHANDISE SALES	137.00	591.15	.00	591.15	.00
TOTAL OPERATING REVENUE	6,089.04	1,878,363.66	1,718,400.00	159,963.66	109.31
<u>NON-OPERATING REVENUE</u>					
271-082-664.000 INTEREST INCOME	661.79	13,395.12	10,000.00	3,395.12	133.95
271-082-682.000 OTHER	829.56	5,195.25	3,000.00	2,195.25	173.18
271-082-684.000 BUILDING RENT	75.00	6,117.50	7,500.00	(1,382.50)	81.57
271-082-696.000 DONATIONS	1,214.52	37,367.91	40,000.00	(2,632.09)	93.42
TOTAL NON-OPERATING REVENUE	2,780.87	62,075.78	60,500.00	1,575.78	102.60
TOTAL FUND REVENUE	8,869.91	1,940,439.44	1,778,900.00	161,539.44	109.08

CITY OF PETOSKEY
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2024

FUND 271 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>LIBRARY</u>						
271-790-702.000	SALARIES & WAGES - FULL-TIME	35,498.69	371,262.31	466,600.00	95,337.69	79.57
271-790-704.000	SALARIES & WAGES - PART-TIME	16,693.70	174,927.43	248,400.00	73,472.57	70.42
271-790-724.000	FRINGE BENEFITS	16,897.14	185,965.52	231,400.00	45,434.48	80.37
271-790-751.000	OFFICE/LIBRARY SUPPLIES	751.60	10,590.19	9,500.00	(1,090.19)	111.48
271-790-752.000	BUILDING SUPPLIES	550.10	7,465.62	6,500.00	(965.62)	114.86
271-790-760.000	BOOKS - ADULT	2,647.10	28,271.53	40,000.00	11,728.47	70.68
271-790-760.100	BOOKS-CHILDREN'S	2,400.44	15,876.09	24,000.00	8,123.91	66.15
271-790-760.200	BOOKS - YOUNG ADULT	451.22	3,916.28	5,500.00	1,583.72	71.21
271-790-760.400	PERIODICALS	.00	6,379.48	8,000.00	1,620.52	79.74
271-790-761.000	AUDIO VISUAL - ADULT	792.38	7,323.69	11,000.00	3,676.31	66.58
271-790-761.100	AUDIO VISUAL - CHILDREN	.00	545.00	1,500.00	955.00	36.33
271-790-761.200	AUDIO VISUAL - YOUNG ADULT	137.52	365.82	800.00	434.18	45.73
271-790-762.000	ELECTRONIC MATERIALS	.00	34,563.11	36,000.00	1,436.89	96.01
271-790-762.100	DATA BASES	.00	5,758.35	5,500.00	(258.35)	104.70
271-790-801.000	PROFESSIONAL SERVICES	.00	2,419.25	3,000.00	580.75	80.64
271-790-802.000	CONTRACTED SERVICES	7,737.71	112,861.14	112,800.00	(61.14)	100.05
271-790-850.000	COMMUNICATIONS	385.17	5,612.25	9,000.00	3,387.75	62.36
271-790-880.000	COMMUNITY OUTREACH	540.00	2,969.42	3,000.00	30.58	98.98
271-790-885.000	DONATION EXPENSE	228.00	528.00	4,000.00	3,472.00	13.20
271-790-887.000	BANK CHARGES	40.81	406.13	500.00	93.87	81.23
271-790-905.000	PRINTING/ADVERTISING/POSTAGE	406.26	29,950.35	46,100.00	16,149.65	64.97
271-790-912.000	TRAINING & TRAVEL	623.74	10,597.68	9,000.00	(1,597.68)	117.75
271-790-915.000	MEMBERSHIPS & DUES	.00	2,077.00	2,000.00	(77.00)	103.85
271-790-920.000	PUBLIC UTILITIES	2,880.43	27,609.78	28,000.00	390.22	98.61
271-790-924.000	HEATING FUEL	188.32	8,682.66	17,500.00	8,817.34	49.62
271-790-930.000	BUILDING REPAIR & MAINTENANCE	40.00	37,295.28	31,500.00	(5,795.28)	118.40
271-790-931.000	EQUIPMENT REPAIR & MAINTENANCE	202.08	3,560.92	15,900.00	12,339.08	22.40
271-790-937.000	INSURANCE & BONDS	.00	11,105.03	11,600.00	494.97	95.73
271-790-955.000	MISCELLANEOUS	89.94	1,824.29	3,500.00	1,675.71	52.12
271-790-958.000	PROGRAMMING - CHILDREN	71.93	5,652.78	8,500.00	2,847.22	66.50
271-790-958.100	PROGRAMMING - ADULT	650.00	5,995.92	12,000.00	6,004.08	49.97
271-790-958.200	PROGRAMMING - YOUNG ADULT	198.08	2,148.84	2,500.00	351.16	85.95
271-790-964.000	MAKERSPACE - EQUIP & SUPPLIES	(696.00)	2,855.60	3,000.00	144.40	95.19
271-790-970.000	CAPITAL OUTLAY	.00	111,950.20	105,000.00	(6,950.20)	106.62
271-790-985.000	EQUIPMENT	.00	1,479.99	3,000.00	1,520.01	49.33
271-790-986.000	TECH. EQUIPMENT & SOFTWARE	83.58	21,739.39	17,100.00	(4,639.39)	127.13
271-790-995.000	ADMINISTRATIVE FEES	.00	7,000.00	7,000.00	.00	100.00
TOTAL LIBRARY		90,489.94	1,269,532.32	1,550,200.00	280,667.68	81.89

CITY OF PETOSKEY
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2024

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	260,000.00	260,000.00	.00	100.00
271-792-992.000 INTEREST PAYMENT	.00	15,034.80	15,000.00	(34.80)	100.23
271-792-993.000 PAYING AGENT FEES	.00	250.00	300.00	50.00	83.33
TOTAL BOND DEBT REQUIREMENT	.00	275,284.80	275,300.00	15.20	99.99
TOTAL FUND EXPENDITURES	<u>90,489.94</u>	<u>1,544,817.12</u>	<u>1,825,500.00</u>	<u>280,682.88</u>	<u>84.62</u>
NET REVENUES OVER EXPENDITURES	<u>(81,620.03)</u>	<u>395,622.32</u>	<u>(46,600.00)</u>	<u>442,222.32</u>	<u>848.97</u>

CITY OF PETOSKEY

BALANCE SHEET
OCTOBER 31, 2024

FUND 271 - LIBRARY FUND

ASSETS

271-000-001.000	CASH	567,913.09	
271-000-001.700	CASH - FIFTH THIRD LIBRARY	309,668.68	
271-000-056.000	ACCRUED INTEREST RECEIVABLE -	1,187.97	
271-010-004.000	WORKING FUND - LIBRARY	175.00	
271-010-020.000	TAXES RECEIVABLE - CURRENT	(40,620.01)	
271-010-026.000	TAXES RECEIVABLE - DELINQUENT	6,036.84	
		<hr/>	
	TOTAL ASSETS		844,361.57
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LIABILITIES AND EQUITY

LIABILITIES

271-040-253.000	ACCRUED INTEREST	3,759.00	
271-040-292.001	DEFERRED G/L ON REFUNDING	1,820.00	
		<hr/>	
	TOTAL LIABILITIES		5,579.00

FUND EQUITY

271-000-390.000	FUND BALANCE	170,160.25	
271-000-395.000	FUND BALANCE - RESERVED	273,000.00	
	REVENUE OVER EXPENDITURES - YTD	395,622.32	
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	TOTAL FUND EQUITY		838,782.57
			<hr/>
	TOTAL LIABILITIES AND EQUITY		844,361.57
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Petoskey District Library

Director's Report: November 2024

Val's Update:

1. The public library cohort is still going strong. We have one more meeting. I also will be in small group public media training with Hennes Communication. I then have to do a presentation in January, to finalize the cohort. It has been a truly great experience and many thanks to the Library of Michigan and the I School at the University of Michigan. This is the cohort that provided the survey for us as well as the media training.
2. Jodi, Mary Sue and I will meet with Becky Smith and Howard Bates from the Public Schools of Petoskey to discuss the possibility of registering the entire student body for library cards. This would give the students instant access to our digital collections. There are a few discussion items to work out, but we are hopeful that this will happen. We are targeting fall of 2025 to launch.
3. We will be changing Health Insurance providers from Blue Cross to Priority Health. We saw a large increase in costs this year and Priority Health came back with a better quote for this year and locked in rate increases for next year.
4. I attended the Chamber's Business Expo along with Steve. It was a great event and well worth our time there. We had a table and talked library services all night with close to 100 people. We registered new cards and explained many of our services.
5. I and a few staff member will be attending the Chamber's Celebration of Champions. As last year's Athena winner, I have the honor of introducing this year's Athena winner. It will be a nice way to once again feel the honor of this award without being in shock!
6. I taught a how to play Euchre class for International games week and will be hosting a follow up play session.
7. I attended the City Council Budget meeting on November 18. No questions about our budget.
8. The collection development team met:
9. We are in planning mode for the staff In-service, scheduled for Feb 6. We are planning to do our staff retreat for the strategic plan that day. Hopefully we can get the board retreat in before that!
10. We are also planning a staff holiday party. Hoping to host at Elder Piper Brewery and Cidery.
11. We are excited to once again be partnering with CTAC with their NYEve party. The library will be open 6-9pm. We will once again have the S'More tent out front, Paddington Bear inside for photos, Jeff Pagel will be playing music, kids room has Sticker Palooza and games, Teen room has Chess and computer games, Roast and Toast once again will donate coffee to go with our cookies. Thanks to the Friends for putting the smore kits together and for providing volunteers.
12. BiblioBag service to the whole county is under way. This is the library by mail program that we have the we recently were able to expand to the whole county via funds from the County's Committee on Aging. We are partnering with the Alanson, Mackinaw, and Harbor Springs libraries. Meals on Wheels included our flyer in their last delivery and rack cards are available in several locations.

Facility

1. We received donations in memory of Mary McCormack and will be placing a bench in her memory on the Mitchell St side of the building, by the Bell door.
2. We finally had our Fire Door (the one that comes down and blocks fires from going up the main stairs) completely fixed and working after a many year hiatus. But, it somehow came down on its own and have had to have more repairs. It is looking good at the moment.

3. So sorry to report that we have continued roof leaks. With the last bit of rain, we were able to get a roofer out to look at the roof and confirmed that the leaks are NOT coming from clogged gutters, but looks to be coming from the roof. Lake Effect Restoration came in and looked while it was leaking, and they saw the specific spots where water is coming in. There is starting to be some spots of wood rot. The initial quote we received this past summer was for \$160,000. We have \$273,000 in our building fund as well as anticipating few hundred thousand in our general fund balance. I spoke with Audrey Plath, CFO and she gave the go ahead to get the roof done. We should be fine in regards to cash flow. We are in the process of sending out bid requests to be returned in January, with board approval at the February meeting. Work to start first thing in the spring. In the meantime, Lake Effect will put in some tarping to help keep us dry until then.

Youth Department:

1. Both Teen and Children's departments will be conducting an inventory of their collections in the coming months.
2. Megan is participating in Libraries Count, an online professional learning program focused on math learning for 3-5 year olds.

Attached:

- Monthly statistics
- MLA Annual conference reports from Jodi, Megan and Val

PDL - Monthly Digital Circulation

<u>OverDrive Circulation</u>													
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2022	2403	2234	2365	2124	2177	2016	2209	2275	2252	2387	2100	1911	26453
2023	2870	2418	2845	2569	2568	2497	2775	2881	2679	3154	3267	3196	33719
2024	3486	3330	3498	3194	3232	3072	3140	3336	3045	3239			
%Change:	21.5%	37.7%	23.0%	24.3%	25.9%	23.0%	13.2%	15.8%	13.7%	2.7%	55.6%	67.2%	27.5%
<u>Hoopla Circulation</u>													
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2022	511	496	508	516	631	487	517	590	497	523	548	478	6302
2023	493	524	556	540	599	522	532	536	494	522	566	508	6392
2024	558	575	598	595	601	618	601	629	646	660			
%Change:	13%	10%	8%	10%	0%	18%	13%	17%	31%	26%	-100%	-100%	-100%
<u>Kanopy Circulation</u>													
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2022	228	153	166	250	176	193	168	262	179	278	218	293	2564
2023	340	179	244	258	265	357	359	291	362	484	368	390	3897
2024	323	309	322	290	325	285	243	252	375	340			
%Change:	-5%	73%	32%	12%	23%	-20%	-32%	-13%	4%	-30%	-100%	-100%	-100%
<u>RB Digital Magazines Circulation -- Overdrive Magazines</u>													
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2022	203	185	159	159	134	142	138	151	164	213	224	160	2032
2023	363	231	193	160	151	149	221	257	339	807	808	737	4416
2024	666	637	712	505	587	516	484	562	520	645			
%Change:	83%	176%	269%	216%	289%	246%	119%	119%	53%	-20%	261%	361%	117%
<u>Library Chat</u>													
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
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	18	21	229
2024	24	27	10	28	17	17	28	18	2	14			
%Change:	-4%	17%	-41%	115%	-6%	-23%	211%	-18%	-92%	-7%	-100%	-100%	-100%

PDL - Monthly Digital Circulation

	<u>ValueLine</u>												
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
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	549	550	7631
2024	274	558	598	580	560	529	540	496	520	540			
%Change:	-61%	-19%	-14%	-15%	-20%	-21%	-14%	-15%	-14%	-7%	-100%	-100%	-100%
	<u>Database logins: Value Line Logins</u>												
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2024	131	114	113	111	113	108	113	100	119	136			1158
2025													0
	<u>Creative Bug</u>												
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
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	35	18	182
2024	9	15	14	10	8	10	11	11	6	7			
%Change:	-31%	15%	-18%	-57%	0%	150%	-15%	-21%	-14%	-59%	-100%	-100%	-100%
	<u>Mango Languages</u>												
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
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	92	73	1065
2024	110	124	117	87	46	69	58	26	33	48			
%Change:	3%	1%	-5%	24%	-34%	47%	-3%	-70%	-67%	-58%	-100%	-100%	-100%
	<u>Consumer Reports Page Views</u>												
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2022											31	1	32
2023	21	87	100	71	0	18	216	90	5	35	116	87	846
2024	98	40	103	493	94	157	251	256	93	141			
	<u>Consumer Reports Visits</u>												
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2023										4	3	9	16
2024	11	3	9	30	13	19	11	20	12	13			
%Change:	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	225%	-100%	-100%	-100%

PDL: Montly Statistics Comparisons

<u>Wireless: Monthly users</u>													
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
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	2632	2517	31180
2024	2608	2652	2697	2902	2945	2958	3665	3281	2897	3273			
%Change:	-10%	10%	-3%	5%	-4%	-3%	12%	10%	6%	9%	-12%	-5%	-10%
<u>Door Counters</u>													
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
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	6133	7301	86833
2024	6724	7346	7823	8715	6942	8293	9925	8545	6628	7735			
%Change:	-14%	8%	3%	16%	-5%	6%	14%	15%	15%	16%	0%	17%	11%
<u>Locker Checkouts</u>													
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
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	50	48	507
2024	42	52	29	42	29	22	36	34	29	22			
%Change:	27%	58%	-24%	-13%	-12%	-54%	-33%	-13%	-31%	-46%	56%	78%	15%



Megan Goedge
MLA Annual 2024

This was the first time I attended MLA Annual in my 19-year career! I had the opportunity to tour the former Traverse City State Hospital on Tuesday night and since I was in Traverse City early, I visited the main branch of the Traverse Area District Library Wednesday morning to observe Storytime and walk around the building to look at displays and collections.

Wednesday, October 16

Storytime Observation and Building Tour

Action items: A pre-Storytime gathering with board books and use of a visual schedule. Make children's specific displays that highlight databases and services.

Understanding & Addressing Library Employees' Workplace Perceptions

This session was very specific to a study that The Library Network libraries are a part of. One thing that stood out is that immediate action should be taken if harassment occurs and names don't necessarily have to be used. Directors often say they need to know the names, but reporting anonymously can help keep the victim safe. From this huge study, TLN has a goal to give benefits to staff who are employed part-time at two different cooperative libraries. What great support for the staff!

Action items: We could reach out to iLabs at UofM for an intern who might help with our social media.

Welcome to the 21st Century: Modern Storytime Best Practices

This session was about the use of technology, specifically screens, in Storytime. The presenters don't show videos, but use the screen as a visual schedule and to show fingerplay and song lyrics so the whole crowd can see.

Action items: I started using a screen in January to display song lyrics and now have more tips: Canva's accessibility checker for fonts, make a visual schedule, make slides that promote our services or programs.

Empathic Leadership in Libraries

This was a lot of information! It was a great reminder of navigating the workplace and personalities. Some key ideas that stood out: asking "do you feel like I've understood you?", remembering that some employees aren't stronger they're just more private, taking care of the empathes on staff, and remembering boundaries.

Action items: Moving from empathy to compassion and how to do it. Recognizing the signs of low empathy. Being person-focused will make you a better teammate/coworker/boss.

Thursday, October 17

Branching Out Together: Connecting with Other Libraries & Community Partners

This was a gigantic undertaking on the part of the library and museum. They created a Great Lakes Bay Read based off of the Great Michigan Read and did 50 book clubs and a staggering number of programs to lead up to an author visit. They highlighted how to make the most of Michigan Humanities grants, follow your passion project even if it might be hard, and the power of partnership. The power of partnership offers diversity of perspective, financial resource pooling, expertise and connections, and marketing and promotion.

Action items: I'm working on a project similar to this right now called Stories Told. I can add to our programs by looking for unique partnerships within this project, like catering through NCMC for a food program, for example.

Develop Your Teams by Building on Strengths

How to work with silos, because we all have them. Stages of team development are forming, storming, norming, performing, and adjourning and it's imperative that when someone new joins your team or when someone leaves, *to start the process all over again*. Amanda gave good reminders about the power of checking in with people. The best teams focus on trust and learn together.

Action items: Although it can be tricky to schedule, make time to do one-on-one check-ins. Definitely start team development stages over when we have a new person on the youth team.

Disguising a Disinformation Program: Teaching Critical Thinking with Crime Scenes

This program was first held at Dallas Public Libraries and the team that created it felt that they needed a program about critical thinking, but knew that attendance would not be there because people get bristly about critical thinking. Dallas has a true crime festival and the idea to do this program was sparked from that. The 'murder mystery' program was fun and interactive, and had ah-ha moments at the end when participants realized they'd been using certain skills – critical thinking.

Action items: Create a program like this for all ages based on the Wonder Media information, but don't mention media literacy or critical thinking explicitly.

All Conference Session: Making Your Library A Model for Disability Rights with Susan Odgers

Action items: Take stock of the accessibility of the children's room. It poses a lot of barriers for someone using a mobility device.

Friday, October 18

Sensory Stories: Promoting Neurodiversity & Inclusion Early Readers

A theme throughout the conference seemed to be the Curb Cut Effect. "The curb cut effect is the phenomenon of disability-friendly features being used and appreciated by a larger group than the people they were designed for. For example, many hearing people use closed captioning. The curb cut effect is a subset of universal design, which is the purposeful design of an environment so that it is accessible to all people regardless of ability or disability." This session gave concrete examples of sensory stories which benefits all. Sensory needs include visual, auditory, tactile, olfactory, and proprioceptive.

Action items: Be purposeful with props and have fun with it, like using Fart in a Can.

Mental Health is a Library Issue

Kelly gave us statistics and explained a lot about mental health related to libraries. Some policy suggestions were to be mindful that if a landmark event is happening, some folks might need a day after to not work. Her employer offers a 'parachute' that staff can pull and they know others on staff will pitch in so they can take a day off. I was skeptical about the breathing and stretching but this was the best part of the whole session. It really helped. I was so enthralled, I didn't take any notes.

Action items: Take time to breathe

MLA 2024 Session Notes

Accessible Marketing Through a Trauma-Informed Lens 10/16/2024 1:45 pm - 2:45 pm

We learned the definition of disability and trauma and some of the common barriers to service. If we adopt a universal assumption of inclusion, we can assume that all consumers receiving services are trauma survivors. We can use this in marketing, programming, creating spaces. There is no one-size-fits-all, BUT we can take basic steps to be more trauma-informed.

- Discover which language is preferred: person-first or identity-first
- Use the WCAG color checking tool (or Canva tool) when making posters
- Know your meme
- Use the Wheel & Spoke model for flyers: don't include every single detail. If using a QR code, use the url too. Avoid busyness. Follow guidelines & use plain language. Same with social media posts.
- Hashtags always go at the end of post for screen readers
- Include alt text on images; caption videos
- Consider invisible or rare disabilities
- Physical spaces are common barriers to service
- Requesting access puts the burden of disclosure on the disabled person— ALWAYS use the mic!
- Intersectionality – think of traffic in an intersection analogy
- July is Disability Pride Month
- Train values at orientation
- Make sure employees know their rights
- Accessibility audit

https://www.canva.com/design/DAGLVx_ya8k/xvSnahnpD6JL22W9n24Y-g/watch

Being Orange in a Sea of Blue 10/16/2024 3:15 pm - 4:15 pm

This session introduced me to a color themed personality quiz that I plan to use with staff at our upcoming inservice. If we learn more about our coworker's color, we can learn what motivates them, upsets them, what they value, etc., keeping in mind we all share traits from each. It's a fun tool nonetheless to help others get to know us a little better.

- Fun icebreaker: Alliterative adjective to introduce yourself, Joyful Jodi...
- How will it help me deal with and resolve conflict
- Washing order quiz- another fun game to play at a staff meeting
- We want recognition for what makes us unique
- Gold: rule follower, resistant to change, shows concern by trying to solve others' problems
- Blue: romance, belonging, friendship
- Orange: risk taker

- Green: logical decisions, not emotional, doesn't mix biz and pleasure
- We have access to the Real Colors Color Survey

Empathic Leadership in Libraries

10/16/2024 4:30 pm - 5:30 pm

If we want to retain talent, better match employees with goals, be effective leaders, increase trust, we must learn to practice empathy in the workplace. We should give the benefit of the doubt, & seek to understand. I will work through the additional readings and practice these skills.

- Empathy vs sympathy. Heart vs ego
- Empathy requires vulnerability
- Comparison is action based
- Burnout leads to lack of capacity for empathy
- Practice mindfulness
- Ask questions- ask yourself what support you'd want to have offered
- Active listening-listen without thinking about what you're going to say next
- Ask for feedback- acknowledge mistakes
- Get out of your comfort zone- try the jobs to appreciate feelings you aren't familiar with
- Too much empathy? Favoritism? Some employees aren't stronger- they are just more private. Find balance.
- Empathy without action feels insincere
- Allow people to lean on you, but empower them, too

Five Work-Life Balance Myths - BUSTED!

10/17/2024 10:00 am - 11:00 am

- It's not always possible to have balance 100 % of the time
- Seek harmony, not perfection. Life ebbs and flows
- Balance & harmony looks different for everyone, so we should build a culture where the wellbeing of individuals is valued as much as their contributions
- Balance between work and life must be a hard boundary. How? Schedule emails...Find harmony between work and everything else. Balance toolkit saved in shared folders. Some practical tips: take a timeout, take a short stress walk, relaxing sigh 8-10x, breathing exercises, set aside 20-30 for quiet time
- Create a work-life balance wheel to draw how you want to spend your time
- There is a middle ground between structure & flexibility...you can be spontaneous!
- Vocational awe leads to burn out
- Not one size fits all
- We might be dealing with 5 generations in the workplace
- What can you let go?
- You can't self-care your way out of stress. Self-care interventions should enhance health systems

- Look at policy changes, processes, and benefits packages with an eye toward relieving stress and improving work-life harmony
- Employee Assistance Programs (EAPs): [check out TLN's EAP](#)
- Mental health care – dismantle the stigma on an organizational level

I'll Take Management for \$500

10/17/2024 11:30 am - 12:30pm

I learned how to hone decision-making skills, coping skills, who to reach out to for support, and tips for making decisions easier. It was presented as an interactive game which made it fun! I loved this quote: "Practice makes perfect-you better at decision making."

- Who are your resources? Compare apples to apples- if you have a question, reach out to the same class size, ask your co-op director, etc
- Mich-lib is great for some questions, but maybe not management
- Utilize the MLA mentor program
- Ask **yourself** the ref interview questions before asking someone else
- Use state aid reports – when setting salaries, etc.
- If I do this, what could go wrong?
- Timing is everything- do you need a quick answer, or more analysis? But don't get analysis paralysis
- "I don't know, but I will find out and get back to you"

Playing with Purpose

10/17/2024 1:45 pm - 2:45 pm

This session gave me great ideas for team-building activities to do at staff meetings.

- Fun icebreaker: draw your fav emoji on your biz card, go around the room and see how many cards you can collect, while giving out your own
- Create an online white board on canva- for staff motivation, birthdays, positive affirmations; print it!
- Sticky note boards- share a thing know one knows about you
- Involve patrons -door decor contest
- Collage activity – create a board to summarize learnings of a meeting, share it
- Make sure people understand the purpose. Be transparent. Don't force it
- Ask for feedback. Let them give ideas
- Use Kahoot for fun trivia games
- Inservice and staff retreat mandatory
- Bonza bottler Day – example 10th day of 10th month- celebrate it! Funny hat day, potluck, etc.
- Keep it on the clock – pay staff

Now Showing at the Library: Effective Connections with Local Artists

10/18/2024 9:00 am - 10:00 am

This presentation highlighted the work Ferndale Library has done to bring art and music programming to their space. Can we partner with CTAC and other similar organizations to enhance, not compete?

- Form an Art & exhibitions committee
- Assistance from friends – are they your artists & musicians
- Tiny Art gallery is an easy program
- Literary model art
- Art sales: 20% of sales back to library
- Ask Betsy to recreate a page in her book and put it on display
- Beer for library card sign up month
- Check out the Ann Arbor pulp blog

Mental Health is a Library Issue

10/18/2024 10:15 am - 11:15 am

Kelly Jensen presented techniques we can do at work to help with mental wellness. The theme I encountered often throughout the conference: take care of our staff. Explore the mental health realities of library workers, look at policy suggestions to improve employee wellness.

- 1 in 5 have a mental health disorder
- Grief is stigmatized
- Check out [Urban Libraries Unite](#) – library worker support network
- Box breaths- breathe in 4, hold, breathe out 4, hold
- Staff ambassador to meet with new hires regularly, not a supervisor



Petoskey District Library
Public Services Librarian

Michigan Library Association Annual Conference: 2024

October 16-18

Report from Val Meyerson

1. Opening Key note: Ben Whiting does “magic” while talking about leadership values, excellent speaker
 - Complement culture: 4:1 positive to negative comments
 - If want to persuade or change behavior, use stories and emotional connection
 - Mirror Neurons – mimic other pain – physical and emotional
 - Build relationship through trust, build trust through vulnerability
 - Courage is the most important virtue – without courage, you can’t have other virtues with consistency
 - The things we look for are the things we find – stay curious

Val to do: Complement more – even over the little things

2. Understanding & Addressing Employee workplace perceptions

Steven Bowers, TLN and Kari Kowalski, UofM Dearborn

- They did a climate/perception study of the entire coop to measure workplace perceptions
- Surveyed entire staff,
- What they learned: thank you’s go a long way maybe revamp awards; everyone has different needs so need to be a good listener; create community groups like lgbtq, bipoc, etc....

Val to do: Consider a perception study – maybe after the Stay Interviews

3. Practical & Legal Considerations for Generative AI in Libraries

Kristin Fontichiaro, UofM I-School; Clarie Membiela, LofM

- Include AI in our collection development policy – (like we don’t purchase books from AI)
- Check out a magazine – “Futurism” for
- AdVon – creates ai review of products it’s never seen
- Dolly – creates images
- White House has an AI Bill of Rights
- Make sure our online forms are secure and know where the information is going. How is the data being held.
- Staff and Board can be held liable for breech
- If a vendor is using AI – do they use our data for training
- Copilot is an MS add on – uses all personal information for training – don’t download!
- Transparency is important – Ask vendors about bias and discrimination
- Don’t use ai for facial recognition to find problem patrons or weeding out candidates
- Don’t addume ai is correct
- Continue staff training around ai

- Check Smithsonian – they have good statement on ai.

Val to do: Check Smithsonian for statement; continue training staff

4. Awards dinner – met with TADL librarians to discuss the Human Library
5. Keynote: Surviving the Public w/ Gene Ambaum

The Librarian comic. He was very entertaining – showing how he comes up with with comic strips from real life situations. I also attended his comic strip reveal. He had people send in stories that he picked three to make a strip about and then revealed the strips.

6. Five Work Life Balance Myths – Busted

Lissa Krull, MCLS and Jenny Kobiela-Mondor, MCLS

- a. Balance – life is full of cycles and seasons, so lean in and search for Harmony. Work life harmony will look different during different phases of life
 - b. Work – life balance is the same for everyone - this is different for everyone. Everyone has to chart their own path. Environments that support harmony and value individuals wellbeing help people live better
 - c. Hard boundary – embrace fluidity; look at the wheel of life and then think about what area you want to work on. Work is part of the bigger picture of our lives
 - d. Life must always be organized – middle ground between structure and flexibility – be spontaneous. Middle ground between structure and flexibility gives us the room to be spontaneous while achieving goals
 - e. You can self care out of stress – sometimes there are factors that we cannot control. Address root problem. Systemic and environmental factors have a big impact on our stress and harmony. Be mindful
 - Create an environment at the library where everyone can create their unique balance
 - Tiny habits to change
 - Don't over schedule – leave time
 - Invite individuals for a “walk” with the director
 - What small shift can I do to improve my wellbeing or the wellbeing of others?
 - I get to do instead of I have to do....
 - Change phone settings for personal and work
7. So you've been hacked, now what?

Chase McMunn, Orion Twp; James Pugh, Cedar Springs; Steve Saunders, Orion Twp

They shared the story of when Orion Township Library computers were hacked. They have an internal system and missed an update. While they did not lose personal or private information, it was very chaotic and disruptive. They never got their website back up and had to completely rebuild it.

Val to do:

- Have a crisis communication plan in place and include hacking incident. Check MLA's Crisis communication plan
- Process – be transparent, tell the truth, tell it first, tell it fast
- Call insurance company, they have cyber security teams and our lawyer who will provide the canned responses that all staff should follow

- Have a good public relations policy in place so staff know what to do
- Data retention – have staff follow this and delete files! Especially if it has patron info. Do an audit. Check LofM for the record retention schedule
- Check to make sure we have cyber security coverage
- Review network accessibility, consider 3rd party penetration testing

If we are hacked – shut it down right away, disconnect from ports; first call – law enforcement; second call – insurance company; Technical remediation, messaging

8. Stay Interviews, with James Pugh, Cedar Springs

- These are conversational and informal – help to build trust – better to call one on ones
- Open the conversation and implement the five questions.
 - What do you look forward to each day as you commute to work?
 - What are you learning and what else would you like to learn?
 - Why do you stay here?
 - When is the last time you thought about leaving the library?
 - What can I do to make your job better?
- Incorporate the answers to the first stay interview into future interviews or reviews
- An hour or less in timing
- Take good notes!
- Do a 360 Evaluation – start with director and then see if the mgmt. team would implement

Val to do: I plan to implement Stay Interviews this winter for my direct reports.

Vendors:

- ASLDeafined – heard more about their software program that provides sign language learning
- Blackstone Publishing – learned that they have a simultaneous use subscription to online audio books. This may be a good addition to our current offerings and a way to eliminate some of our holds
- C2AE, Dennis Jensen – I spoke with Dennis and updated him on our “Flip Flop” project. Dennis is the architect who did the initial sketch and estimate for us.
- Daniels and Zermack, Seth Penchansky – I have spoken with Seth in the past about our HVAC system and the Flip Flop project.
- Fast Forward Libraries – I spoke with Amanda and gave her an update on our Strategic Planning Process. I took her DIY Strategic Planning class at the beginning of the year.
- Governmental Consultant Services – This is MLA’s lobbyist. I got a brief update from Bob since I was not able to attend the legislative update session.
- Guild of Library Makers – this a support group of librarians that have makerspaces.
- Insignia Software – this is a new Canadian company that provides ILS software and has integrative pieces for PC Management, Print Management, calendars, room booking, and catalogs. They will be added to our bid list when we send out the next RFP in a few years.
- Library Cooperatives of Michigan – I stopped to chat with some of the coop directors and ended up winning their basket of goodies that I brought back for staff and to put in our swag bag.
- Library of Michigan – I stop to visit the State Librarian, Randy Riley and to see some of the staff.

- MetCom –
- Muldor’s Moving and Storage – I spoke briefly with them about the possibility of moving full ranges of shelving.
- OverDrive – I met one of the new reps at OverDrive.
- SirsiDynix – I chatted with our sales rep. Not much new coming down the pipeline.

Other Networking:

1. Awards reception and banquet – I met with the TADL staff to discuss our Human Library program to answer questions that they had about implementing in Traverse City
2. I staffed the MLA Booth for an hour and spoke with many different librarians, answered questions. I also met an architect, Kyle Keaffaber who just opened his own firm, Faber Design Co. and takes on smaller projects.
3. Party at Traverse Area District Library – this was a fun event and got to speak to lots of people including the new Alanson librarian.

Introduction

General Principle

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

Employment Condition

Employee Selection

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

Employee Status

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

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

~~A permanent part-time employee is defined as being employed for at least six months and working a minimum of 25 hours per regularly scheduled workweek, on average.~~

A part-time employee is defined as working less than an average of ~~25~~³⁵ hours per week or been employed for less than six months.

A non-supervisor staff member may be trained as “Staff in Charge.” If a staff member is trained as such, they may oversee the building on an as needed basis. If a non-supervisor is designated “Staff in Charge,” they will be compensated with \$20 of other income on the next pay cycle.

Time Off and Leaves of Absence

Holidays

The Library shall be closed and pay holiday wages for full-time employees for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day and New Year's Eve Day. Full-time employees shall be paid for 8 hours per holiday. The Library will be closed on Easter Sunday, no holiday wages paid.

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

Vacations

- a. Full-time Library employees will earn the following yearly vacation allotment, dependent on the number of years of service (unless superseded by a contract):
 - a. ½ year = 40 hours
 - b. 1 year = 40 hours
 - c. 2 years = 80 hours
 - d. 7 years = 120 hours
 - e. 11 years = 160 hours
- b. On transition years, amount allotted is prorated to the anniversary date.
- c. Vacation days are allotted January 1 each year. Full-time employees may roll over up to one week of Vacation Leave on January 1st and that rolled over time must be expended by March 31st of that year.
- d. Vacation requests must be submitted via the Humanity scheduling system at least one week prior to the vacation request. Vacations are approved on a first come first served basis, taking into consideration the staffing needs of the Library. Holiday, vacations and time off may be rotated among staff.
- e. Upon leaving the Petoskey District Library, unused, accrued vacation shall be paid out at 100% for full-time employees. Discharged employees will not receive unused, accrued vacation time.

Personal Leave

Full Time Employees

- a. Full-time employees shall earn 56 hours of personal leave per year, credited on December 1. During the employee's first year, a pro-rated amount of personal leave will be allotted within the first month of employment. On December 1, accumulated personal leave will be paid out at 100%.
- b. Personal leave time can be used for any reason, including illness, injury, appointments, taking care of a dependent, or for any reason allowed under the Michigan ~~Paid Medical Leave~~ Earned Sick Time Act. For non-exempt employees, personal leave time is paid at the employee's regular straight time hourly rate of pay. Personal leave time can be used in half hour increments.

- c. Personal leave time may not be accumulated from year to year. Any personal leave time that is not used by November 30th of each year will be reimbursed to the employee at the employee's regular straight time hourly rate of pay.
- d. ~~For full-time employees, p~~Personal leave is to be used for days that are regularly scheduled but are not worked (planned or unplanned). This may be for illness or personal appointments. Personal hours may not be used to add hours to your regular pay ~~or to a scheduled vacation.~~
- e. ~~Permanent part-time employees are eligible for 40 hours of paid personal leave. The first year of employment, said employee will receive a pro-rated amount of leave after six months of employment and receive 40 hours of paid personal leave on December 1 of each year thereafter. On December 1, unused, accumulated personal leave will be paid out at 100%. Permanent Part-time employees may not accrue leave time from year to year, unless approved by the director. If a permanent part-time employee falls below the 25 hour per week average for two consecutive pay periods, that employee will be deemed a part-time employee and will lose a pro-rated amount of leave time accrued.~~
- f. ~~For permanent part-time employees, personal leave is to be used for days that are regularly scheduled but are not worked. This may be for illness or personal appointments. Permanent part-time employees may also use personal leave hours for a scheduled vacation. Personal hours may not be used to add hours to your regular pay if you have worked your scheduled number of hours.~~
- e. In 2024, all part-time employees who are designated as “permanent part-time” will receive a pro-rated (through Feb 21, 2025) amount of Personal Leave on December 1, 2024. This Personal Leave will be available throughout the year in addition to EST earned. Any remaining Personal Leave on November 30, 2025, will be paid out at 100%.
- ~~g.f.~~ All planned leave time must be submitted via the Humanity scheduling system at least one week prior to the leave and be approved by the employee’s supervisor.
- h. ~~Upon leaving the Petoskey District Library, unused, accrued personal leave will be paid out at 100%. Employees who are discharged will not be paid unused, accrued personal leave time.~~

Earned Sick Time

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

- a. All Part-time employees will accrue 1 hour of Earned Sick Time for every 30 hours worked, credited on every paycheck.
- b. There is a 72 hour maximum of EST that can be used in one calendar year.
- c. EST will roll over each year
- d. Any EST over 72 hours on November 30th of each year, will be paid out at 100% of hourly rate.
- e. EST may be used for any reason, including illness, injury, appointments, taking care of a dependent, or for any other reason allowed under Michigan’s Earned Sick Time Act.
- f. In addition to the prior reasons, EST may also be used for supervisor approved vacations.

g. If EST is depleted, any further time off will be done without pay.

Military Leave

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

Professional Leave

- a. Employees may attend workshops, conferences, and library meetings with the pre-approval of the Director. Upon return, the employee shall report about the workshop at the next scheduled staff meeting and submit a written report to the director to be presented at the next scheduled Board of Trustees meeting. Employees should include sessions attended, vendors visited, and suggestions on implementation at PDL.
- b. Fees and costs of workshops, conferences, and similar library training courses to be attended by the staff will be paid from Library funds with the pre-approval of the Director.
- c. Employees will receive remuneration for the regular working hours while attending authorized training courses.
- d. Mileage is reimbursed at the rate for all authorized travel at the IRS authorized rate.
- e. The credit card will not be used by staff for professional leave. Instead, there will be a \$ 50 per day stipend for meals. If attendance is for a partial day, staff will be reimbursed by meal: Breakfast: \$ 10; Lunch: \$ 15; Dinner: \$ 25
- f. If the Library pays for a banquet meal through the registration, that day will be considered a partial day, and only the other meals will be reimbursed.

- g. A reimbursement form for the correct number of days/meals must be submitted, in order to be reimbursed.

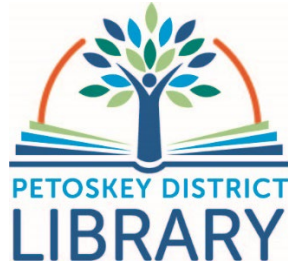
Unscheduled Absences

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

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

Other Leave

- a. An employee who is called to serve on jury duty will inform the Library Director as soon as possible. They will be paid the difference between regular work pay and payment from the court upon presentation of check stub from their jury pay. If the employee is released early from jury duty, said employee should report to the Library for the remainder of their regularly scheduled shift.
- b. All ~~Full-time and permanent part-time~~ employees shall be granted up to three-day bereavement leave with pay for in state funerals and up to five-day bereavement leave with pay for out of state funerals, upon the death of an immediate family member. ~~Permanent Part-time~~ eEmployees shall be paid for their regularly scheduled work hours missed. For purposes of this policy, immediate family member is defined as grandparent, parent, spouse, domestic (or other designated) partner, child, grandchild, sibling, aunt or uncle. This policy shall apply whether the relationship is natural, marital, adoptive, step, or foster. Additional time may be granted as personal leave without pay, unused vacation time or personal leave.
- b.c. All employees shall be granted up to three-day bereavement leave with pay for a miscarriage, either personal, spousal or surrogate. Employees shall be paid for their regularly scheduled work hours missed.
- e.d. When the Library closes for any emergency and is not available for staff to work, regularly scheduled staff will be paid their regular hours, whether worked or not.



Library Board Meetings 2025 Schedule

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

January 23

February 27

March 27 (*spring break?*)

April 24

May 22

June 26

July 24

August 28

September 25

October 23

November 25 – 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: 2025

2025 Holidays

- January 1, 2025
- May 26, 2025
- July 4, 2025
- September 1, 2025
- November 27 & 28, 2025
- December 24 & 25, 2025
- December 31, 2025

Other 2025 Closures

February 6, 2025: In-service (paid)

April 20, 2025: Easter Sunday (not paid)