

**Petoskey District Library Board of Trustees**

**500 E. Mitchell**

**231.758.3100**

**Thursday, May 28, 2026, 5:00 p.m.**

**Call to order**

**Agenda**

**Public Comments:**

**Approval of Minutes:** Regular Meeting: April 23, 2026

**Approval of Bills:** April 2026

**Treasurer's Report on Financial Statements**

**Reports:**

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

**Board Members' Comments:**

**Unfinished Business:**

**New Business:**

- ◆ Teen Board Member
- ◆ Policy Update: Code of Conduct
- ◆ Policy Update: Meeting Room
- ◆ Policy Review: Collection Development

**Public Comments:**

**Master Plan Public Meeting with krM**

**Adjournment:**

*The Petoskey District Library will provide necessary, reasonable aids and services, such as signers for the hearing impaired and audiotapes of printed materials, to individuals with disabilities upon a two-week notice.*

**PETOSKEY DISTRICT LIBRARY**  
**Board of Trustees Meeting Minutes**  
**Thursday, April 23, 2026**

The meeting was called to order by President Kim Block at 5 PM.

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

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

**Public Comments:** None

**Approval of Minutes:** The minutes of the regular meeting of March 24, 2026 were approved as presented by unanimous consent.

**Approval of Bills:** Payment of the bills for March 2026 was approved by unanimous consent.

**Treasurer's Report on Financial Statements:** Trevor stated that everything looks good and that there was nothing out of the ordinary.

**Reports:**

- Friends of the Library - Lori Smith and Cindy Zipp were in attendance and reported that the group currently has 12 board members, while the by-laws allow for 15. One new board member has volunteered to take charge of and maintain the FOPPL archives. Due to a change in membership the monthly board meetings have been changed to the first Tuesday of each month at 5:15 pm and will be available via Zoom, with the help of Reference Librarian Mary Beauchamp.
- Comments/questions from township representatives - No township representatives were present.
- Director's Report - Val had provided a written report. She announced that Linda Adams is planning her retirement as the Co-op Director. The appointments of the next teen board member and the teen intern for the pilot program "Next Chapter" are imminent. Interviews for a new facilities manager are scheduled for next week. Two staff members are doing training around the book Conversations worth Having, about how to have difficult conversations. Val herself is looking at becoming a trainer and then training the entire staff. The library is gearing up for the summer reading program.

**Unfinished Business:** Kim reviewed the process of selecting a teen board member for next year.

**New Business:**

- Library Director Succession Plan - Val explained the basics of the detailed succession plan. Discussion.  
\*Laura moved and Amy seconded to accept the succession plan as presented. The motion passed unanimously.
- Due to the opening reception for the exhibit Women and Water on August 27 the Board agreed to change the August meeting to August 20, 2026.
- Master Plan Proposal Recommendation - Kim explained the process for the recommendation which comes from a committee including Kim, Ann, Val, and Jodi Haven, Assistant Director, when she was available. Six proposals were received. Kim reviewed some of the highlights of the different proposals and noted that the committee felt that each company had much to offer and that the committee was recommending the company KRM located in Plymouth, Michigan. After some discussion  
\*Trevor moved and Laura seconded to accept the KRM masterplan proposal. The motion carried unanimously.

**Public Comments:** None

The meeting was adjourned at 5:49 PM.

Respectfully submitted,  
Ann Ingles, Secretary

## Report Criteria:

Report type: GL detail

Check.Type = {&lt;&gt;} "Adjustment"

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

Check Number	Check Issue Date	Payee	Invoice GL Account Title	Amount
111753	04/08/2026	A-1 Outdoor Maintenance LLC	Contracted Services	2,415.00
111889	04/22/2026	Access Locksmithing Inc.	Building Repair & Maintenance	200.00
111965	04/29/2026	Alliance Entertainment	Audio Visual - Children	369.16
111828	04/15/2026	Amazon Capital Services	Books - Young Adult	14.99
111828	04/15/2026	Amazon Capital Services	Office/Library Supplies	44.93
111828	04/15/2026	Amazon Capital Services	Programming - Adult	9.99
111828	04/15/2026	Amazon Capital Services	Office/Library Supplies	9.69
111828	04/15/2026	Amazon Capital Services	Makerspace - Equip & Supplies	23.20
111828	04/15/2026	Amazon Capital Services	Books - Young Adult	71.39
111828	04/15/2026	Amazon Capital Services	Programming - Young Adult	145.77
111828	04/15/2026	Amazon Capital Services	Books - Adult	213.47
111828	04/15/2026	Amazon Capital Services	Audio Visual - Adult	60.38
111828	04/15/2026	Amazon Capital Services	Makerspace - Equip & Supplies	68.24
111755	04/08/2026	Armstrong, Janet Elaine	Contracted Services	1,020.00
111967	04/29/2026	Atchison Paper & Supply	Office/Library Supplies	182.24
111967	04/29/2026	Atchison Paper & Supply	Building Supplies	84.97
111760	04/08/2026	Bassett, Susan Jane	Contracted Services	1,020.00
111766	04/08/2026	Centaris	Contracted Services - Software	432.00
111898	04/22/2026	Center Point Large Print	Books - Adult	90.00
111707	04/01/2026	Cintas Corp #729	Building Supplies	31.62
111707	04/01/2026	Cintas Corp #729	Building Supplies	31.62
111707	04/01/2026	Cintas Corp #729	Building Supplies	31.62
111707	04/01/2026	Cintas Corp #729	Building Supplies	31.62
111768	04/08/2026	City Treas. for Utility Bills	Public Utilities	2,042.98
111768	04/08/2026	City Treas. for Utility Bills	Public Utilities	376.92
111770	04/08/2026	Collias-Glaser, Hellene Kay	Contracted Services	480.00
111838	04/15/2026	Demco	Office/Library Supplies	94.80
111839	04/15/2026	Dennis Gartland & Niergarth	Professional Services	1,696.04
111975	04/29/2026	DTE Energy	Heating Fuel	1,464.39
111975	04/29/2026	DTE Energy	Heating Fuel	541.09
111502	04/08/2026	Ducastel, Barbara	Contracted Services	180.00
111775	04/08/2026	Ducastel, Barbara	Contracted Services	180.00
111775	04/08/2026	Ducastel, Barbara	Contracted Services	330.00
111777	04/08/2026	Elevate Technology Partners LLC	Contracted Services - Software	650.00
111781	04/08/2026	Fisher, Amy	Contracted Services	240.00
111984	04/29/2026	Friendship Centers of Emmet County	Printing/Advertising/Postage	850.00
111718	04/01/2026	Goedge, Megan	Training & Travel	318.25
111912	04/22/2026	Goedge, Megan	Programming - Children	14.84
111787	04/08/2026	Goodrich, Lynnette M	Contracted Services	600.00
111913	04/22/2026	Goodrich, Lynnette M	Contracted Services	300.00
111790	04/08/2026	Hansen, Carol Margaret	Contracted Services	150.00
111849	04/15/2026	Haven, Jodi	Training & Travel	893.15
111791	04/08/2026	Himebauch, Kelly L	Contracted Services	60.00
111853	04/15/2026	Infogroup - InfoUSA Marketing Inc	Books - Adult	355.00
111854	04/15/2026	Ingram Library Services	Books - Adult	2,911.54
111854	04/15/2026	Ingram Library Services	Books-Children's	1,639.32
111854	04/15/2026	Ingram Library Services	Books - Young Adult	516.41
111918	04/22/2026	Integrity Business Solutions	Office/Library Supplies	128.95
111918	04/22/2026	Integrity Business Solutions	Office/Library Supplies	34.66
111794	04/08/2026	Jakeway, Patricia	Contracted Services	510.00
111720	04/01/2026	John E. Green Co.	Building Repair & Maintenance	227.00
111922	04/22/2026	Lakeview Cleaning & Restoration	Building Repair & Maintenance	6,447.00

Check Number	Check Issue Date	Payee	Invoice GL Account Title	Amount
111922	04/22/2026	Lakeview Cleaning & Restoration	Building Repair & Maintenance	5,468.00
111991	04/29/2026	Metropolitan Life Insurance Company	Fringe Benefits	350.54
111725	04/01/2026	Meyer Ace Hardware	Building Supplies	12.59
111725	04/01/2026	Meyer Ace Hardware	Building Supplies	11.69
111993	04/29/2026	Meyerson, Valerie	Programming - Adult	6.99
111993	04/29/2026	Meyerson, Valerie	Community Outreach	14.98
111993	04/29/2026	Meyerson, Valerie	Miscellaneous	79.93
111993	04/29/2026	Meyerson, Valerie	Programming - Adult	7.99
111727	04/01/2026	Midwest Tape LLC	Audio Visual - Adult	196.96
111727	04/01/2026	Midwest Tape LLC	Audio Visual - Adult	48.99
111928	04/22/2026	Mitchell Graphics Inc.	Printing/Advertising/Postage	394.00
111928	04/22/2026	Mitchell Graphics Inc.	Printing/Advertising/Postage	799.00
111803	04/08/2026	Mitrovich, Michael	Contracted Services	1,500.00
111929	04/22/2026	Mitrovich, Michael	Contracted Services	450.00
111995	04/29/2026	Musik Haus Inc.	Makerspace - Equip & Supplies	354.00
111930	04/22/2026	Northern Gale Cleaning & Property Mgmt	Contracted Services	1,050.00
112001	04/29/2026	OneAmerica	Fringe Benefits	82.24
111933	04/22/2026	Peninsula Fiber Network LLC	Communications	89.10
111937	04/22/2026	Priority Health	Fringe Benefits	7,838.66
111736	04/01/2026	Quadient Inc.	Office/Library Supplies	40.00
111939	04/22/2026	Quadient Inc.	Office/Library Supplies	2.40
111808	04/08/2026	REID FURNITURE COMPANY	Building Repair & Maintenance	125.00
111810	04/08/2026	Select Electric	Building Repair & Maintenance	350.00
111876	04/15/2026	Skip's Petoskey Glass Inc.	Building Repair & Maintenance	180.00
112010	04/29/2026	Skip's Petoskey Glass Inc.	Building Repair & Maintenance	173.66
111877	04/15/2026	Smith, Christine R.	Programming - Adult	177.00
111942	04/22/2026	Smith, Christine R.	Programming - Adult	213.00
111739	04/01/2026	Spectrum Business	Communications	120.73
111743	04/01/2026	State of Michigan-Dept of LARA	Building Repair & Maintenance	75.00
111815	04/08/2026	T-Mobile	Communications	335.75
111821	04/08/2026	Yallup, Tracey	Contracted Services	210.00
Grand Totals:				51,232.44

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
271-000-202.000	180.00	51,412.44-	51,232.44-
271-790-724.000	8,271.44	.00	8,271.44
271-790-751.000	537.67	.00	537.67
271-790-752.000	235.73	.00	235.73
271-790-760.000	3,570.01	.00	3,570.01
271-790-760.100	1,639.32	.00	1,639.32
271-790-760.200	602.79	.00	602.79
271-790-761.000	306.33	.00	306.33
271-790-761.100	369.16	.00	369.16
271-790-801.000	1,696.04	.00	1,696.04
271-790-802.000	10,515.00	180.00-	10,335.00
271-790-802.100	1,082.00	.00	1,082.00
271-790-850.000	545.58	.00	545.58
271-790-880.000	14.98	.00	14.98
271-790-905.000	2,043.00	.00	2,043.00
271-790-912.000	1,211.40	.00	1,211.40
271-790-920.000	2,419.90	.00	2,419.90

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GL Account	Debit	Credit	Proof
271-790-924.000	2,005.48	.00	2,005.48
271-790-930.000	13,245.66	.00	13,245.66
271-790-955.000	79.93	.00	79.93
271-790-958.000	14.84	.00	14.84
271-790-958.100	414.97	.00	414.97
271-790-958.200	145.77	.00	145.77
271-790-964.000	445.44	.00	445.44
Grand Totals:	<u>51,592.44</u>	<u>51,592.44-</u>	<u>.00</u>

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Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

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

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Report Criteria:

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

Check.Created date = 04/01/2026-04/30/2026

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Check Number	Check Issue Date	Name	GL Account	Amount
111887	04/15/2026	Cadillac Wexford Public Library	271790955000	15.99
111958	04/22/2026	Henry Ford College	271790955000	22.34
112023	04/29/2026	Constructive Playthings	271790958000	537.96
Grand Totals:				<u>576.29</u>

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# CITY OF PETOSKEY

BALANCE SHEET  
MAY 31, 2026

## FUND 271 - LIBRARY FUND

### ASSETS

271-000-001.000	CASH	196,864.86	
271-000-001.700	CASH - FIFTH THIRD LIBRARY	540,356.90	
271-000-056.000	ACCRUED INTEREST RECEIVABLE -	505.17	
271-010-004.000	WORKING FUND - LIBRARY	175.00	
271-010-026.000	TAXES RECEIVABLE - DELINQUENT	2,001.37	
		<hr/>	
	TOTAL ASSETS		739,903.30
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### LIABILITIES AND EQUITY

#### LIABILITIES

271-040-253.000	ACCRUED INTEREST	2,292.00	
271-040-261.000	ACCRUED PAID TIME OFF	21,330.10	
271-040-292.001	DEFERRED G/L ON REFUNDING	( 1,823.00)	
		<hr/>	
	TOTAL LIABILITIES		21,799.10

#### FUND EQUITY

271-000-390.000	FUND BALANCE	223,384.68	
271-000-395.000	FUND BALANCE - RESERVED	273,000.00	
	REVENUE OVER EXPENDITURES - YTD	221,719.52	
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	TOTAL FUND EQUITY		718,104.20
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	TOTAL LIABILITIES AND EQUITY		739,903.30
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**CITY OF PETOSKEY**  
 DETAIL REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING APRIL 30, 2026

**FUND 271 - LIBRARY FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>OPERATING REVENUE</u>					
271-081-402.000 STATE AID	.00	9,328.24	18,500.00	( 9,171.76)	50.42
271-081-403.000 CURRENT PROPERTY TAX	( 2,502.23)	( 2,502.23)	1,094,600.00	( 1,097,102.23)	( .23)
271-081-405.000 PROPERTY TAX - BEAR CREEK	13,073.78	269,168.55	259,300.00	9,868.55	103.81
271-081-407.000 PROPERTY TAX - RESORT	8,608.13	210,750.70	205,800.00	4,950.70	102.41
271-081-409.000 PROPERTY TAX - LITTLE TRAVERSE	59.93	162,721.03	169,400.00	( 6,678.97)	96.06
271-081-411.000 PROPERTY TAX - SPRINGVALE	4,385.18	62,874.70	60,900.00	1,974.70	103.24
271-081-432.000 CURRENT PROPERTY TAX - PILOT	3,110.46	3,110.46	7,700.00	( 4,589.54)	40.40
271-081-445.000 PENALTIES & INTEREST	2,548.08	2,793.28	2,500.00	293.28	111.73
271-081-566.000 GRANTS	8,098.00	31,747.00	23,000.00	8,747.00	138.03
271-081-657.000 PENAL FINES	.00	.00	70,000.00	( 70,000.00)	.00
271-081-658.000 REIMBURSEMENTS	.00	438.05	6,500.00	( 6,061.95)	6.74
271-081-687.000 PAID CARDS	500.00	1,625.00	3,500.00	( 1,875.00)	46.43
271-081-692.000 COPIES	251.30	2,762.50	6,000.00	( 3,237.50)	46.04
271-081-694.000 BOOK SALE	1,054.96	3,979.96	13,000.00	( 9,020.04)	30.62
271-081-695.000 CONTRACTED WAGES	.00	.00	14,000.00	( 14,000.00)	.00
271-081-696.000 MERCHANDISE SALES	159.00	538.00	1,500.00	( 962.00)	35.87
<b>TOTAL OPERATING REVENUE</b>	<b>39,346.59</b>	<b>759,335.24</b>	<b>1,956,200.00</b>	<b>( 1,196,864.76)</b>	<b>38.82</b>
<u>NON-OPERATING REVENUE</u>					
271-082-664.000 INTEREST INCOME	1,004.68	2,700.66	13,000.00	( 10,299.34)	20.77
271-082-682.000 OTHER	7,354.25	8,059.75	4,000.00	4,059.75	201.49
271-082-684.000 BUILDING RENT	2,251.83	5,090.83	8,000.00	( 2,909.17)	63.64
271-082-696.000 DONATIONS	1,709.25	6,518.28	10,000.00	( 3,481.72)	65.18
<b>TOTAL NON-OPERATING REVENUE</b>	<b>12,320.01</b>	<b>22,369.52</b>	<b>35,000.00</b>	<b>( 12,630.48)</b>	<b>63.91</b>
<b>TOTAL FUND REVENUE</b>	<b>51,666.60</b>	<b>781,704.76</b>	<b>1,991,200.00</b>	<b>( 1,209,495.24)</b>	<b>39.26</b>

**CITY OF PETOSKEY**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING APRIL 30, 2026

**FUND 271 - LIBRARY FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>LIBRARY</u>						
271-790-702.000	SALARIES & WAGES - FULL-TIME	40,077.42	155,497.07	532,300.00	376,802.93	29.21
271-790-704.000	SALARIES & WAGES - PART-TIME	18,079.41	73,559.43	276,100.00	202,540.57	26.64
271-790-724.000	FRINGE BENEFITS	19,983.94	79,552.53	269,300.00	189,747.47	29.54
271-790-751.000	OFFICE/LIBRARY SUPPLIES	680.94	3,932.81	11,500.00	7,567.19	34.20
271-790-752.000	BUILDING SUPPLIES	137.68	1,731.42	8,500.00	6,768.58	20.37
271-790-760.000	BOOKS - ADULT	303.47	10,962.14	40,000.00	29,037.86	27.41
271-790-760.100	BOOKS-CHILDREN'S	.00	5,959.43	24,000.00	18,040.57	24.83
271-790-760.200	BOOKS - YOUNG ADULT	86.38	1,663.49	5,000.00	3,336.51	33.27
271-790-760.400	PERIODICALS	.00	139.00	9,000.00	8,861.00	1.54
271-790-761.000	AUDIO VISUAL - ADULT	96.36	1,401.89	8,300.00	6,898.11	16.89
271-790-761.100	AUDIO VISUAL - CHILDREN	369.16	544.37	1,500.00	955.63	36.29
271-790-761.200	AUDIO VISUAL - YOUNG ADULT	.00	87.48	1,000.00	912.52	8.75
271-790-762.000	ELECTRONIC MATERIALS	.00	31,019.63	61,000.00	29,980.37	50.85
271-790-762.100	DATA BASES	.00	1,641.45	4,500.00	2,858.55	36.48
271-790-801.000	PROFESSIONAL SERVICES	1,696.04	1,992.85	5,000.00	3,007.15	39.86
271-790-802.000	CONTRACTED SERVICES	3,900.00	30,530.90	95,100.00	64,569.10	32.10
271-790-802.100	CONTRACTED SERVICES - SOFTWARE	794.00	3,045.69	39,400.00	36,354.31	7.73
271-790-850.000	COMMUNICATIONS	89.10	1,650.00	8,300.00	6,650.00	19.88
271-790-880.000	COMMUNITY OUTREACH	14.98	264.98	2,500.00	2,235.02	10.60
271-790-885.000	DONATION EXPENSE	.00	.00	3,000.00	3,000.00	.00
271-790-887.000	BANK CHARGES	95.93	303.00	800.00	497.00	37.88
271-790-905.000	PRINTING/ADVERTISING/POSTAGE	2,317.99	12,091.60	46,100.00	34,008.40	26.23
271-790-912.000	TRAINING & TRAVEL	1,261.91	3,523.17	13,200.00	9,676.83	26.69
271-790-915.000	MEMBERSHIPS & DUES	82.00	432.00	1,500.00	1,068.00	28.80
271-790-920.000	PUBLIC UTILITIES	.00	7,660.30	33,000.00	25,339.70	23.21
271-790-924.000	HEATING FUEL	2,005.48	10,356.57	16,500.00	6,143.43	62.77
271-790-930.000	BUILDING REPAIR & MAINTENANCE	12,468.66	30,893.00	59,500.00	28,607.00	51.92
271-790-931.000	EQUIPMENT REPAIR & MAINTENANCE	.00	878.83	4,200.00	3,321.17	20.92
271-790-937.000	INSURANCE & BONDS	.00	12,133.06	12,500.00	366.94	97.06
271-790-955.000	MISCELLANEOUS	1,048.25	2,510.94	5,700.00	3,189.06	44.05
271-790-958.000	PROGRAMMING - CHILDREN	552.80	1,510.01	9,500.00	7,989.99	15.89
271-790-958.100	PROGRAMMING - ADULT	414.97	4,110.57	17,000.00	12,889.43	24.18
271-790-958.200	PROGRAMMING - YOUNG ADULT	236.51	2,159.81	3,000.00	840.19	71.99
271-790-964.000	MAKERSPACE - EQUIP & SUPPLIES	848.44	1,445.93	3,500.00	2,054.07	41.31
271-790-970.000	CAPITAL OUTLAY	.00	.00	5,500.00	5,500.00	.00
271-790-985.000	EQUIPMENT	.00	.00	5,000.00	5,000.00	.00
271-790-986.000	TECH. EQUIPMENT & SOFTWARE	.00	62.05	43,500.00	43,437.95	.14
271-790-995.000	ADMINISTRATIVE FEES	7,400.00	7,400.00	7,400.00	.00	100.00
TOTAL LIBRARY		115,041.82	502,647.40	1,692,700.00	1,190,052.60	29.70

**CITY OF PETOSKEY**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING APRIL 30, 2026

**FUND 271 - LIBRARY FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>BOND DEBT REQUIREMENT</u>					
271-792-991.000 PRINCIPAL PAYMENT	.00	.00	245,000.00	245,000.00	.00
271-792-992.000 INTEREST PAYMENT	.00	4,584.48	9,200.00	4,615.52	49.83
271-792-993.000 PAYING AGENT FEES	.00	.00	300.00	300.00	.00
TOTAL BOND DEBT REQUIREMENT	.00	4,584.48	254,500.00	249,915.52	1.80
TOTAL FUND EXPENDITURES	115,041.82	507,231.88	1,947,200.00	1,439,968.12	26.05
NET REVENUES OVER EXPENDITURES	( 63,375.22)	274,472.88	44,000.00	230,472.88	623.80

## **Petoskey District Library**

Director's Report: May 2026

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

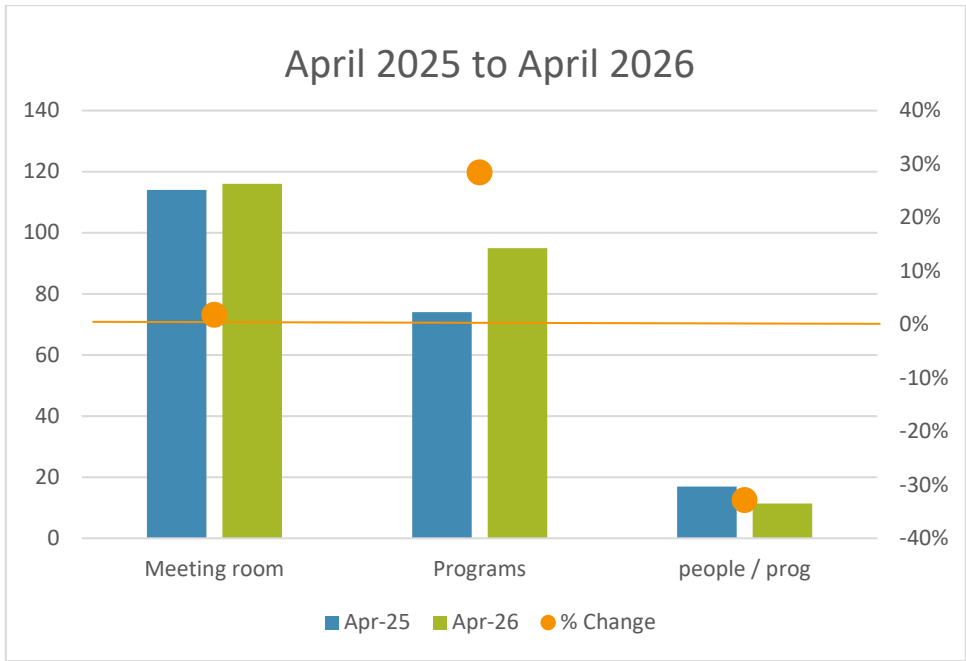
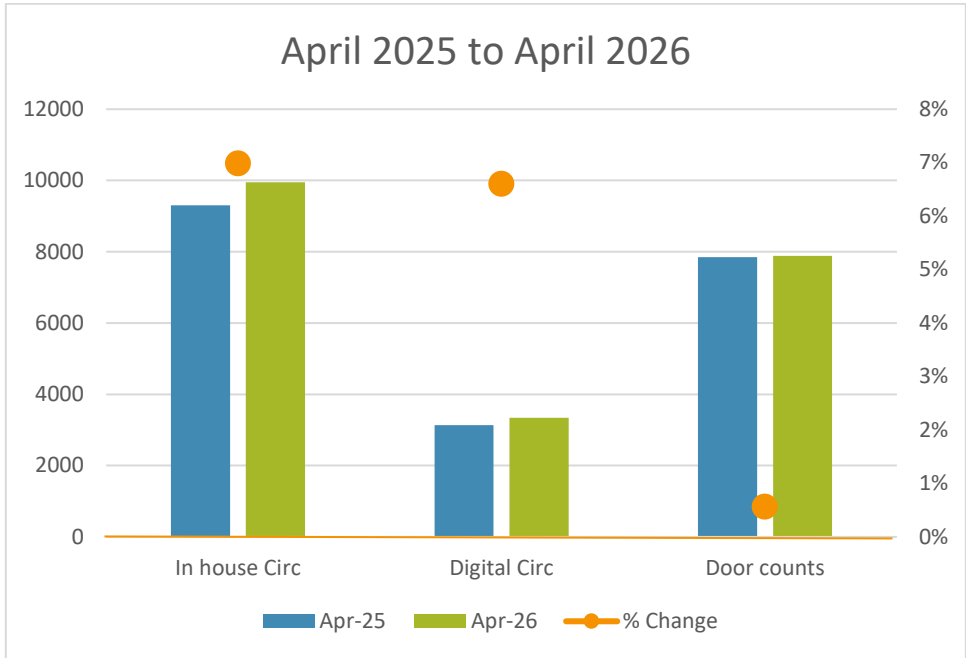
- I presented our annual report at all four of our townships. I will be a city hall 6pm, June 1<sup>st</sup> and I will present to the school board 6pm, June 16<sup>th</sup>.
- Our July 4<sup>th</sup> committee has met and have some plans in place for participating in the community events celebrating our country's 250<sup>th</sup>. At the July 3<sup>rd</sup> Block Party, the library will have a pop-up table with our spinner as well as lawn games. We are hoping to present a "freedom to read" themed float for the July 4<sup>th</sup> parade. We are looking for a small flat trailer and someone to pull it – if you know of anyone, please put me in touch! We always need walkers to join us in the parade as well!
- Think Space, MLA's Directors Cohort, was in town last weekend. I provided them a tour of both of our buildings. They were all impressed and thankful for my time.
- krM Architects will be in town May 28 & 29. A board and public input session is scheduled for after our board meeting: 5:45pm, May 28. Staff input sessions are scheduled for the afternoon of May 28. Christman, the engineering firm, will be onsite on Friday May 29.

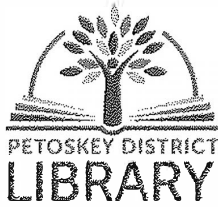
### **Facility**

- Michael Mitrovich started work as our new facility manager. He will be working mornings Tuesday – Saturday.
- Carnegie windows are now at Blackberry workshop. Carnegie will be open, but dark until they come back for reinstall on July 6. Project completion to be July 17. Blinds will be reinstalled on July 21.
- We once again have a water issue in the main library, seeming to be coming from the roof holes and degrading insulation, at the air handling condenser spots. We are working with the roofer and our HVAC contractor to help trouble shoot the issue how to actually correct this problem.

### **Youth/Teen Departments:**

- Nisa spent a day at the High School for National Library Week. It was a huge success: book tasting, three "caught reading" prizes, and summer reading promotions. The kids loved the scratch and sniff bookmark giveaway!
- Nisa was at Crooked Tree Arts Center as the Coffee @ 10 presenter. She talked about teen services and all the support the library provides for our youth.
- Children's department completed all the "First Grade – First Visits." Lots of youngsters in the building last month. Not only did the kids get a visit, but we reinstated the library card portion of the program, so they all received their library cards as well.
- Kiley, our new teen intern, will start on June 5 and help out with the summer reading kickoff event. The teen intern is part of a new statewide cohort. Nisa will accompany the teen to two in person meetings where they will meet with the other teens in the program. Kiley will work about 15 hours per week for six weeks this summer. She will be shadowing in all the departments to get a taste of what library work entails.





**STUDENT TRUSTEE**  
**APPLICATION & SUPPLEMENTAL QUESTIONS**

A governing board of five trustees runs the Petoskey District Library. To better represent the youth in our community, the Board of Trustees is recruiting a non-voting, student member of its Board.

Name: Brielle Burris  
Cell Phone: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Mailing Address: City: Petoskey Zip: 49770 School: Petoskey High school  
Birth Date: \_\_\_\_\_ Grade: 11  
Parent/Guardian's Names: Lisa & Kevin Burris

**Application Process:**

- Complete this application fully and submit by deadline: **April 20.**
- Direct reference to complete form and submit by deadline: **April 20.**
- Sit for an interview with a few board members

**TELL US ABOUT YOURSELF** Please type your answers in detail to the following questions on a separate piece of paper. If you are unable to submit a typed copy, a hand-written copy using ink pen and using print will do.

1. What are you involved with, both within your school (interest groups, school sports teams, etc.) and outside of school (interests, work, music, etc.)? List all activities within and outside of school in order of importance (include awards, honors, leadership positions, etc)
2. How you will balance your time between various activities? What will you do if you have a conflict with a library board meeting or event?
3. Why are you interested in joining the Petoskey District Library Board?
4. What strengths and skills will you be able to contribute to the success of the Petoskey District Library Board?
5. If you were asked to make the Petoskey District Library better, what idea(s) and/or event(s) would you add to get teens more involved in the community?
6. What kitchen utensil would you be and why? (Please describe in detail)

Please email, mail, or drop-off by April 20 to:  
Petoskey District Library: 500 East Mitchell Petoskey, MI 49770  
Phone: (231) 758-3120 [vineyerson@petoskeylibrary.org](mailto:vineyerson@petoskeylibrary.org)

1. What are you involved with, both within your school (interest groups, school sports teams, etc.) and outside of school (interests, work, music, etc.)? List all activities within and outside of school in order of importance (include awards, honors, leadership positions, etc.)

<p>Current school involvement</p>	<ul style="list-style-type: none"> <li>● Petoskey Paladins Robotics – Outreach &amp; Communications Captain <ul style="list-style-type: none"> <li>○ Lead data collection and outreach strategy; organize and plan community events.</li> </ul> </li> <li>● The Mechanical Mermaids (All-Girls Robotics Team)</li> <li>● Varsity Cross Country</li> <li>● National Honor Society</li> <li>● Robotics Mentor – Mentor for two Petoskey Middle School teams</li> <li>● MITES (The Michigan Industrial and Technology Education Society)</li> </ul>
<p>Current Outside of school activities</p>	<ul style="list-style-type: none"> <li>● Latitude 45 Varsity mountain bike team</li> <li>● In my free time, I enjoy art, funny books, and being outside.</li> </ul>
<p>Work experience</p>	<ul style="list-style-type: none"> <li>● Nubs Nob ski area as a ski instructor (seasonally) <ul style="list-style-type: none"> <li>○ I teach ages two and up to safely ski.</li> <li>○ I recently earned my Level One Professional Ski Instructors of America certification.</li> </ul> </li> <li>● Little Juice (seasonally) <ul style="list-style-type: none"> <li>○ I make juice, smoothies, acai bowls, and other snacks.</li> <li>○ Costumer service</li> </ul> </li> <li>● Grandpa Shorter's gifts (help with special events) <ul style="list-style-type: none"> <li>○ Restocks shelves, interacts with customers, and performs various other tasks depending on the event.</li> </ul> </li> </ul>
<p>Awards and accomplishments</p>	<ul style="list-style-type: none"> <li>● Camp Daggett week 7 Director's Award. (2019)</li> <li>● First-place poetry, Crooked Tree Young Writers Expo. (2019)</li> <li>● First Place, Michigan Council for the Social Studies Olympiad. (2022)</li> <li>● Petoskey Middle School Cross Country Leadership Award. (2022)</li> <li>● 4-time Northmen DRIVE Award recipient.</li> <li>● 8 blue ribbons at the Charlevoix/ Emmet County Fair, arts, and sewing. (2023-2024)</li> </ul>

	<ul style="list-style-type: none"> <li>● Honorable mention, Michigan Council for the Social Studies Olympiad. (2023)</li> <li>● Petoskey Cross Country state team member. (2024)</li> <li>● Petoskey DECA State Finalist. (2024)</li> <li>● CTE (business) award. (2024)</li> <li>● PEF Grant Recipient. (2024)</li> <li>● Petoskey High School Kindness Award. (2024)</li> <li>● Crooked Tree Art Show Participant. (2025)</li> <li>● Petoskey High school Academic letter Holder. (2025)</li> </ul>
<p>Note-worthy Projects</p>	<ul style="list-style-type: none"> <li>● Banned harmful plastic straws from Petoskey School cafeterias.</li> <li>● Fundraised \$1000, with siblings, in conjunction with Little Traverse Conservancy for Tanton Working Forest Reserve bike trail.</li> <li>● 2024 University of Michigan Stamps Pre-College participant.</li> <li>● Drawing and portfolio prep sessions (Crooked Tree Art Center 2024-2025)</li> <li>● devoted over 100 hours to volunteer work in 2025</li> </ul>

I have attached copies of my resume and High school transcript below for additional reference.

# Brielle Burris



Petoskey

## WORK EXPERIENCE

### Child/pet care 2022 - 2026

- Reliability cares for children and/or pets while parents are absent.

### Grandpa Shorter's Employee 2023-2026

- Works on sales floor, rings up costumers, restocks products.

### Little Juice Employee 2025-2026

- Makes juice, smoothies and acai bowls, customer service.

### Nubs Nob Ski Instructor 2025-2026

- Provides safe skiing instruction to children ages 2 and older (one-on-one & small groups)
- Level 1 Professional Ski Instructors of America Certification

## EDUCATION

### Petoskey High school

GPA-3.8 (unweighted), PHS Class of 2027

### Clubs/Extracurriculars

- Petoskey Varsity Cross Country
- Petoskey Track and Field
- 4H Sewing Club
- Petoskey DECA
- Latitude 45 Varsity Mountain Bike Team
- Petoskey Paladins Robotics-Outreach Captain
- National Honor Society
- Middle School Robotics Mentor
- MITES

## SKILLS

- Positive attitude.
- Creative thinking, and problem solving.
- Leadership skills.
- Strong work ethic.
- Self motivated.
- Physical strength.
- Endurance.

## ACCOMPLISHMENTS

- Camp Daggett week 7 Director's Award. (2019)
- First-place poetry, Crooked Tree Young Writers Expo. (2019)
- First Place, Michigan Council for the Social Studies Olympiad. (2022)
- Petoskey Middle School Cross Country Leadership Award. (2022)
- 4-time Northmen DRIVE Award recipient.
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## Projects

- Banned harmful plastic straws from Petoskey School cafeterias.
- Fundraised \$1000, with siblings, in conjunction with Little Traverse Conservancy for Tanton Working Forest Reserve bike trail.
- 2024 University of Michigan Stamps Pre-College participant.
- Drawing and portfolio prep sessions (Crooked Tree Art Center 2024-2025)
- devoted over 100 hours to volunteer work in 2025

**2. How will you balance your time between various activities? What will you do if you have a conflict with a library board meeting or event?**

I will balance my time between various activities by planning and using time efficiently. Although I have a busy schedule, I stay organized by using a planner and making to-do lists to avoid falling behind or getting overwhelmed. I also use any spare time during the school day to prioritize competing coursework and studying so that in the evenings I can focus on after-school activities. This allows me to maximize my time, making it easy to stay focused and involved.

If I have a conflict with a library board meeting, I will always choose to prioritize the library board. I will contact the person in charge of the other engagement I am missing to let them know that I will be missing that day, so that I can keep up to date on important information.

**3. Why are you interested in joining the Petoskey District Library Board?**

Last summer, I had the opportunity to attend the annual meeting of the Hesita women's giving circle, a philanthropic organization dedicated to supporting and promoting economic self-sufficiency and well-being for women and girls of northern Michigan. I was inspired by the sheer impact 95 women have on our community by pooling their resources. These women showed me that building a community does not require extraordinary resources—it requires collaboration, commitment, and shared vision.

The library has always been a central part of my life. Whether I am using the Library of Things to complete a sewing project, checking out books, or studying for the SAT, it has consistently been a space where I feel welcomed and supported. As a member of the library board, I hope to strengthen that sense of community by expanding access to resources and creating opportunities for connection among teens.

**4. What strengths and skills will you be able to contribute to the success of the Petoskey District Library Board?**

I'm thorough and diligent in my work, and I'm comfortable initiating contact and developing relationships with others. As Outreach Captain of the Petoskey Paladins, I recently held a fundraiser for the Northern Michigan Women's Resource Center at the Lyric Theater in Harbor Springs. We hosted a movie night featuring the film 'Rule Breakers', a movie about an all-girls FIRST robotics team from Afghanistan. When I realized that a few families from our school would be able to attend as the event was scheduled on a school night, I reached out to The Petoskey News Review, team sponsors, the Marketing Administrative Manager at NCMC, and the Petoskey Chamber of Commerce to help publicize the event to additional demographics. As a result of my effort, 75 people attended the viewing as we raised nearly \$600 in donations to our cause. Since beginning my role as Leadership Captain, I have doubled the number of people we have interacted with and the number of service/outreach hours we have completed as a team. As student trustee, I will bring the same dedication to the library board, ensuring that projects are completed thoroughly and thoughtfully.

**5. If you were asked to make the Petoskey District Library better, what idea(s) and/or event(s) would you add to get teens more involved in the community?**

I would like to introduce a new program where library users can create their own video tutorials on different creative projects or skills. These tutorials could be available in the maker space for other people to try.

I will also create a talking circle where high school students can share resources and stories about topics such as getting jobs in our area, applying for scholarships, experiences at summer programs, and more. This would give teens access to primary sources on different topics. I think this idea would be very

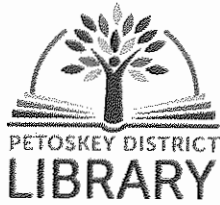
beneficial to myself and others, as it can be difficult to prioritize during high school with so many different things to be involved in.

Additionally, I will focus on promoting existing library programs. Every time I visit, I notice valuable opportunities that are not promoted to large portions of our student body. As student trustee, I would use outreach and communication strategies to ensure teens are aware of and can participate in all the library has to offer.

I would like to improve awareness of the library of things by posting on the library's social media every time a new item is added. Also, I think that creating a Petoskey district library "teen" Instagram account would be beneficial. This account would be very beneficial to promoting teen section events, as social media is a large part of how modern teens consume news. This account could even be managed by members of the teen think tank, allowing them to promote the initiatives they create.

**6. What kitchen utensil would you be and why? (Please describe in detail)**

If I were a kitchen utensil, I would be a spork. A spork is adaptable and effective in a variety of situations, which reflects how I approach challenges. I thrive in fast-paced environments and enjoy taking on multiple roles when needed. Like a spork, I aim to be both practical and versatile, contributing wherever I can be most useful.



## BOARD MEMBER COMMITMENT PLEDGE

Applicant: While it is true that being a part of the Petoskey Library Board may “look good” on a resume or a future college application, we strongly discourage anyone who is joining solely for this reason. There is a time and effort commitment involved. We are a group committed to making a difference in our community through educating and connecting our patrons.

Attendance/Tardiness: Petoskey District Library trustees are expected to attend all meetings. In the event that a trustee knows they will miss a meeting, they must notify the library director beforehand.

Meetings: The Petoskey District Library holds meetings on the 4th Thursday of every month (except where noted; no meeting in December) at 5:00PM (subject to change).

### Other Requirements:

- Serve as a representative for teens in the Petoskey area
- Represent the interests of your school, community, and yourself.
- Your signature below constitutes a pledge that your responses to the questions in this application are accurate and entirely your work. You agree that you have read and agreed to the requirements noted above.

*Brielle Burris*

Student Signature

4/4/20

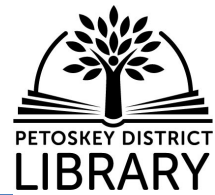
Date

Please email, mail, or drop-off by April 15 to:  
Petoskey District Library: 500 East Mitchell Petoskey, MI 49770  
Phone: (231) 758-3120  
[vmeyerson@petoskeylibrary.org](mailto:vmeyerson@petoskeylibrary.org)

# Code of Conduct

Approved: March 15, 2018

Updated: June 22, 2023; January 22, 2026, May 22, 2026



The Petoskey District Library is open to all. Patrons are expected to behave in a manner that is not disruptive to other library patrons or staff. For purposes of this policy, “Library” is defined as indoors and outdoors of both the main library and the Carnegie Building, and the grounds of both said buildings. Patrons must show respect for staff, other patrons, library property, library policies and themselves, and accept responsibility for their actions. The Library’s Code of Conduct is intended to protect the rights of the public and the staff to use the library, its furnishings, its services and its collections without disruption. Any behavior that disrupts the intended use of the Library will be considered unacceptable.

## Specific Guidelines

### Place

- Abuse of the Library building, equipment, furniture, or materials is not acceptable.
- Roughhousing, horseplay and running are not allowed.
- One person per chair or per sofa section. Engaging another patron with laps, lips, or limbs for a prolonged time-period will not be tolerated.
- Riding bicycles, skateboards, or roller skates in the building and the grounds is not acceptable.

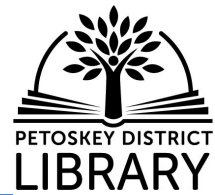
### People

- There is zero tolerance for violent behavior. Library staff will call 911.
- The library also maintains a zero-tolerance policy for any sexually explicit, indecent, or obscene actions, language, or gestures.
- Illegal activity will not be tolerated; anyone whose actions violate state or local law will be prosecuted.
- Patrons shall not assault, harass or annoy others in the Library. This includes noisy or boisterous activities, staring at another person, following another person about the building, playing audio equipment so that others can hear it, singing or talking loudly, using profanity or other abusive language, displaying print or nonprint materials of an offensive nature to others, or by behaving in a manner that can be reasonably expected to disturb others.
- Any form of tobacco, tobacco-like product or e-cigarette use is prohibited inside and on the grounds of both the Library and the Carnegie building.
- Conversations or other sounds should be no louder than the general noise level in the area.
- Emitting strong, pervasive odors (including those from perfume or cologne) that unreasonably interfere with library user or staff comfort, use, or enjoyment of the library is not acceptable.
- Sleeping for more than a 10-minute period is unacceptable. Lying on any furniture or the floor is unacceptable.
- Appropriate attire must be worn in the Library and on Library grounds, including tops, bottoms, and shoes.
- Beverages with a closed lid or top are acceptable, except in the Local History Room.
- Snack food is acceptable throughout the library, except the Local History Room, as long as it is not disruptive to others and is sufficiently cleaned up.

# Code of Conduct

Approved: March 15, 2018

Updated: June 22, 2023; January 22, 2026, May 22, 2026



- Unattended Children
  - Although staff will always respond with care and concern, the Library is not responsible for safety and comfort of unattended children.
  - Responsibility for children using the Library rests with the parent or assigned caregiver.
    - Children age five and under must be within visual contact of the accompanying, responsible caregiver who is at least 14 years old.
    - Children ages six – eight must be under the supervision of a responsible caregiver who is at least 14 years old.
    - Older children may use the Library unattended for an amount of time appropriate to their age and maturity.
    - However, children of any age who cannot independently use library materials and/or resources or require supervision or personal care shall be attended by a responsible caregiver at all times.
  - Parents or guardians are responsible for arranging to pick up their children before the Library closes. If children are not picked up by the time the Library closes, attempts to contact the parents will be made and if not successful, Petoskey Public Safety will be notified. Two library employees will remain with the child until public safety arrives.

## Policy

- Library staff will call 911 if there is any sign of violence, serious accident or illness.
- Phone conversations may be taken to a vestibule.
- Library staff is not responsible for patron's personal property. Unattended belongings will be disposed of at the discretion of the staff.
- Violation of any other Library policies, including but not limited to the Computer-Internet Policy and Guidelines, will be treated as a violation of this Conduct Policy.
- Petitioning, solicitation, distribution of literature or leaflets, canvassing or similar types of appeals are not allowed inside the Library or on Library grounds. Groups or individuals planning the above actions may interact with the public outside the facility and off Library grounds as long as they do not impede access to the facility.
- Certified Service animals or an animal participating in a Library event are welcome. Library staff may ask pet owner for verification of the duties of the service animal. Other pets should be left outside in the pet parking zone. (leash hook on the NE side of the building, behind the tree.)
- Alcohol consumption, except for pre-approved functions, is not allowed.

# Code of Conduct

*Approved: March 15, 2018*

*Updated: June 22, 2023; January 22, 2026, May 22, 2026*



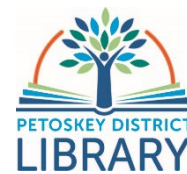
## Consequences

The Library staff may “withhold Library privileges” from any person(s) who willfully violates this stated policy. Such exclusion from the Library occurs on the orders of the Director or his/her designee. “Withholding of Library privileges” is defined as an individual not being allowed to enter or use the Main Library, the Carnegie Building, or any of the grounds associated with each.

Library staff may withhold Library privileges for a day, a week, or a month depending on the severity of the disruption. Typically,

- After a warning, a person will be excluded from the Library for a day.
- If the behavior continues they will be excluded for a week or a month, at the director’s discretion.
- Anyone continuing disruptive behavior may be denied access for up to one year.

After a year suspension of Library privileges is completed, privileges may be reinstated upon petition to the Library director. Users who feel wrongly accused under this policy may address their concerns in writing to the Library Board of Trustees.



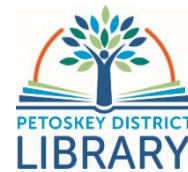
It is the policy of the Board of Trustees of the Petoskey District Library to allow businesses, organizations and groups to use the Carnegie Building, Library labyrinth, and Library classroom and meeting rooms on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use.

### General Meeting Room Principles:

- Library programs and meetings have first priority for meeting room use and is exempt from any restrictions.
- A group may be required to reschedule a meeting if it is in the Library's best interest. The Library will do its utmost not to interfere with scheduled meetings and adequate advance notice will be given.
- Allowing the use of meeting rooms does not connote sponsorship of the event or the organization by the Petoskey District Library, nor does it connote an endorsement of any group's policies or beliefs.
- In the event of inclement weather, utility outage, or other emergency, the library director may have to close the Library and cancel scheduled meetings. If cancellation becomes necessary, the Library will notify the person who made the reservation. In the event of such a cancellation, the Library shall have no liability for any loss or expense if the applicant chooses not to reschedule.
- The library director reserves final authority to approve or deny applications for use of the meeting rooms. The director or his/her designee may grant exceptions to the rules.
- Private parties are not permitted. "Party" is defined as any purely social gathering such as a birthday, anniversary, shower, reception, reunion, etc....
- Rooms not reserved are available to walk-in individuals and groups (including non-residents) as space permits. However, walk-ins will be subject to the same fee criteria as stated below.
- The Library reserves the right to make available the name and phone number of the person or group making a reservation to anyone inquiring about the event.
- The Library reserves the right to restrict use by those who do not abide by these conditions.
- Open flames and incense are prohibited throughout the Library.
- Meeting room users are subject to following all library policies, with special note to the Solicitation and Petitions Policy.
- Pandemic limitation: during a pandemic Level 1.5 or above (see Pandemic Response Re-Opening Procedures), the library director has the authority to require masks and social distancing in library meeting rooms, as well as adjust capacities of those meeting rooms.

### Library Guidelines:

- The Library has a classroom (capacity of 50) and two meeting rooms (capacity of 12 and 10), Meeting Booth (capacity of 2), as well as the outdoor Labyrinth for use by the public.
- Classroom and meeting rooms are available during the Library's open hours.



- Laptops are available for use within the Library meeting rooms (not the Carnegie) by library cardholders. Non-Library cardholders may use a mobile laptop once the patron provides a photo ID. Library programs and meetings have first priority for laptop use.
- Pandemic Limitations: during a pandemic, Level 1.5 or higher in the Library Re-opening Procedures, masks and social distancing requirements will be adhered to at all times. The library classroom has a capacity of 12 and the large conference room has a capacity of 4. The small conference room has a capacity of 2. Meeting Booth has a capacity of 1.

### **Carnegie Building Guidelines**

- Capacity of 162 (no chairs)
- If a meeting is catered, open sterno flames are permitted
- Patrons must be at least 18 yrs of age to use the Carnegie meeting space
- Patrons will follow guidelines as presented in the Carnegie packet
- Pandemic limitations – during a pandemic, Level 1.5 or higher in the Library Re-opening Procedures, masks and social distancing requirements will be adhered to at all times. Capacity at the Carnegie will be determined based on the orders from HDNW, MDHHS, or the CDC.

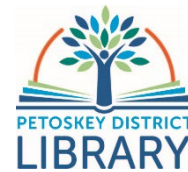
### **User group's responsibility:**

- Groups using any space in the Carnegie Building, Library or on Library grounds must abide by the Library's non-discrimination policy and meet American's with Disabilities Act requirements.
- Publicity related to events held in Library meeting rooms must include the statement "This program is neither sponsored, nor endorsed by the Petoskey District Library."
- Room users are responsible for their own room set-up and clean-up. The large and small meeting rooms do not have flexible set-up options.
- Groups are responsible for maintaining order and are liable for any damage to Library property. All Library policies must be adhered to including, but not limited to, the Library Code of Conduct.
- Users may post on the Library provided white boards/tack boards, and any such display must be removed at the close of the event. Tacking or writing on inappropriate surfaces (painted walls, ceilings, doors) is deemed a violation of this policy.
- Room users are responsible for the condition of the room, including equipment and furnishings. Users must clean the room, put the furniture back the way they found it and discard all trash.
- Neither the name nor the address of the Petoskey District Library may be used as the official address or headquarters of any organization, group or individual. Publication of misleading notices and advertisements will be considered a violation of these rules.
- Groups requesting meeting facilities for a series of meetings must submit, in writing, a list of specific dates and times. Library meeting room reservations are approved by Library Staff no earlier than 3 months in advance. Carnegie reservations may be approved up to six months in advance. The Library reserves the right to limit the number of reservations by any

## Meeting Room Policy

Approved: September 24, 2020

Updated: 10/4/24, 6/26/25, 5/28/26



organization so that all groups may have a fair opportunity to use the meeting rooms. If a reoccurring reservation is not used two times consecutively, all remaining reservations may be canceled.

- Cancellations should be made with at least three days' notice or room users may lose their reservation privileges.
- **Anyone screening a film, documentary, or TV show in a library meeting room must secure Public Performance Rights (PPR) beforehand, regardless of admission fees or educational status. The Petoskey District Library assumes no liability for copyright violations; non-compliance may result in losing future room-booking privileges.**
- Persons, organizations, groups, or businesses agree to hold the Petoskey District Library harmless from any injury, loss, damage, liability, costs, or expense that may arise during, or be caused by, use of the Library facilities or grounds.

### Meeting Room Fees:

- Individuals that have a Petoskey District Library resident card in good standing may reserve the Library meeting rooms at no charge, for up to 3 hours, unless one of the below fee criteria applies. One additional hour is permitted at the end of any reservation if space is available. Meetings over three hours will be assessed a \$25 fee for each additional three hour block.
- Organizations that are located within the legal and contractual area of the Petoskey District Library may reserve the Library meeting rooms at no charge, as long as the person booking the room and is in attendance during the meeting, holds a Petoskey District Library Card in good standing and none of the below criteria applies.
- Fee Criteria: If at least one of these statements is true, then the below fees will be assessed for reserving a room:
  1. I do not have a Petoskey District Library card (card begins with 8615).
  2. There is a cost for participants to attend the meeting, including hourly rates, retainers, tuition, or donations.
  3. Products or services will be sold or marketed at the meeting.

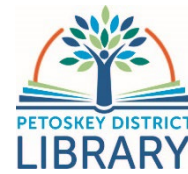
#### Fees:

- Meeting rooms: \$25.00 fee for up to 3 hours of room use
- No Library card: \$25 fee for advanced reservation
- Selling products or services: \$25 fee
- Labyrinth: \$25 fee
- Tutors utilizing the library for a safe, central location to meet students will not be charged a fee if they walk-in and ask for space. They will be charged the \$25 fee if they choose to reserve a room for every three hours. Tutor is defined as a person employed and paid to instruct a student.
- Non-residents may use a Library meeting room for no fee, on a walk-in basis, as long as Fee Criteria #2 & #3 are false.

## Meeting Room Policy

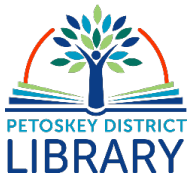
*Approved: September 24, 2020*

*Updated: 10/4/24, 6/26/25, 5/28/26*



### Definitions:

- Petoskey District Library Resident Card in good standing – a library card that was issued by the Petoskey District Library as a resident, student, or employee, the number begins with “8615”, and has less than \$10.00 in fines or fees.
- Petoskey District Library legal and contractual area - includes the City of Petoskey and the Townships of Bear Creek, Little Traverse, Resort, and Springvale.



### Purpose

The purpose of this policy is to guide the staff in the selection and withdrawal of materials as well as to inform the public about the principles upon which selection judgments are made.

### Definitions

- **Selection** refers to the decision that must be made either to add materials to the collection or to retain materials already in the collection.
- **Withdrawal** refers to permanently removing an item from the collection.
- **Resident:** a person who resides, owns a business or property in the Petoskey District Library service area, including the City of Petoskey, and the Townships of Bear Creek, Little Traverse, Resort, and Springvale

### Objectives

The goal of the policy is to provide guidance towards a well-balanced and broad collection of materials for all age groups, including diverse types of material based on demand of the citizens, and materials for the education and recreation of the community. Library staff have a professional responsibility to be inclusive in their collection development decisions, seeking content created by and representative of underrepresented groups.

Best practices in collection development assert that materials should not be excluded from a collection solely because the content or its creator may be considered offensive or controversial. Refusing to select resources due to potential controversy is considered censorship, as is withdrawing resources for that reason.

### Responsibility

The ultimate responsibility for selection and withdrawal rests with the library director who operates within the framework of policies determined by the library board.

### General Principles

- A. Basic to this policy is the [Library Bill of Rights](#), [Freedom to Read Statement](#), and the [Statement on Labeling](#) as adopted by the American Library Association.
- B. The Library Bill of Rights affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services:
  1. Books, music, movies, and other resources should be provided for the interest, information, and enlightenment of all people within the district. Libraries should provide materials and information presenting all points of view on current and historical issues.
  2. Libraries should challenge censorship in the fulfillment of their responsibility to provide information.
  3. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
  4. A persons' right to use a library should not be denied or abridged because of origin, age, background, views, disabilities, gender, or sexual orientation.
- C. Responsibility of the reading, listening, or viewing habits of children rests with the child's parent(s) or legal guardians. Selection should not be inhibited by the possibility that books or other materials that may be objectionable to some parents may inadvertently come into the possession of children.

D. Selection of material of a sexual nature should be made on the basis of whether the item presents life in its true proportions, whether characters and situations are realistically presented, and whether the item has literary value.

## Specific Principles

- A. The Petoskey District Library Board considers it the duty of the Library to provide patrons with materials representing the full spectrum of current thought on issues in contemporary society. Individual items which in and of themselves may be controversial or offensive to some, may appropriately be selected if their inclusion will contribute to the balance and effectiveness of the Library collection as a whole.
- B. The following principles will be used to aid the selection process:
- Accuracy and impartiality
  - Attention of critics, reviewers, and the public
  - Subject matter & present collection composition
  - Cost
  - Interest, demand and timeliness
  - Audience
  - Significance of subject, author, title, or publisher
  - Diversity of viewpoint
  - Encouragement of the joy of reading, listening and viewing
  - Local importance and/or historical value
  - Physical durability and quality of the format
  - Quality of organization, readability, and style
  - Uniqueness or special features.
- a. Non-book purchases: Non-book materials will be governed by the same principles and criteria applied to book purchases, including all media, realia, and electronic sources.
- b. Gifts: The library accepts gifts that will be added to the collection if they meet the same standards as those required of purchased materials. (See Gift Policy)
- c. Requests: All requests and suggestions will be considered using the selection principles described in this policy.
- d. Textbooks: Providing textbooks and curriculum material is generally held to be the responsibility of the schools. Textbooks may be purchased for the collection when they supply the best or only information on a specific subject.
- e. Weeding of Material
- The staff will follow the [CREW method](#) for collection maintenance.
  - Weeding is selection in reverse and enhances the reputation and reliability of the collection. Discarding or weeding of materials is the best and most economical utilization of space.
  - Materials may be weeded on the basis of the MUSTIE acronym:
    - M**isleading: item is factually inaccurate or obsolete
    - U**gly: item is worn beyond mending or rebinding
    - S**uperseded: a newer edition of the item is available
    - T**rivial: item is of no discernable literary or scientific merit
    - I**rrelevant: item is unimportant to the needs or interests of the community
    - E**lsewhere: the item is easily obtained from another library

C. Objection to Material

- a. In all instances, the library defends the principles of the Freedom to Read Act and the use of library materials. No materials are judged on the basis of the author's race, nationality, or political, social, or religious beliefs. Materials are judged as entire works, not on isolated passages or sections.
- b. The patron's choice of library materials for personal use is an individual matter. While a person may reject materials for themselves or their children, they cannot exercise censorship to restrict materials access to any others. Responsibility for the use of materials by children and adolescents rests with their parents or legal guardians.
- c. A resident who objects to an item in the library's collection should first discuss the reasons with the librarian from the department in which the item is housed for an explanation of the library's criteria for selection.
- d. Residents may request reconsideration of an item by fully completing the *Citizen's Request for Reconsideration of Library Materials* form.
  - For any item to be reconsidered, it must be fully read, watched or listened to by the resident completing the reconsideration form.
  - Individual residents may submit no more than three *Request for Reconsideration* forms per year.
  - All completed *Request for Reconsideration Forms* are a matter of public record.
  - If an item has previously been through the reconsideration process and still remains in the library's collection, it is not eligible for another review.
  - Upon receiving the fully completed form, the library director will review the request with the Challenged Materials Team who will do a complete literature review.
  - The Challenged Materials Team will be made up of the library director, the Adult Services, Children's and Teen Librarians, and two members of the board.
  - Complete literature review will include reading, listening or watching, the complete item in question, reading professional reviews from different sources (if available), considering the item in light of the Collection Development policy, and considering the location of the item.
  - The Challenged Materials Team will draft a response which the director will send to the resident within 45 days of receipt of the original form. The response will be sent via certified mail, receipt requested.
- e. After receiving the response from the Challenged Materials Team, the resident may appeal that decision
  - An appeal must be made in writing and be received by the director within 14 days of mailing the original CMT decision.
  - The appeal will be added to a library Board meeting agenda within 60 days of receipt of the appeal.
  - The Library Board will conduct a complete literature review, as described above, as well as review the CMT decision rationale
- f. The challenge will be reported through the American Library Association's Censorship Reporting form.
- g. The resident will be notified of the outcome of the Library Board.
- h. The decision of the Library Board is final.



**Citizen's Request for Reconsideration of Library Materials**

*(This form must be fully completed by a resident of the Petoskey District Library Service area and returned to the director for the item to be reconsidered.)*

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Library Card #: \_\_\_\_\_

Representing: Self \_\_\_\_\_ or Organization \_\_\_\_\_ Name of organization: \_\_\_\_\_

Title of Item: \_\_\_\_\_

Author of Item: \_\_\_\_\_

Format of Item: (Book, CD, DVD, Game, other): \_\_\_\_\_

How was the item brought to your attention? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you read/viewed/listened to the entire item? Yes \_\_\_\_\_ No \_\_\_\_\_

What staff member have you spoken to about this item? \_\_\_\_\_

What is your objection to the item? **(Please cite pages)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What do you feel might be the result of reading/viewing/listening to the item? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are your recommendations for the item? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of requestor \_\_\_\_\_

Name of staff member receiving completed form: \_\_\_\_\_ Date: \_\_\_\_\_

*Thank you for your interest in the library's collection. Although careful consideration is given to all materials before purchase, we are always willing to re-evaluate them. You will be notified of the outcome.*