

Petoskey District Library Board of Trustees

500 E. Mitchell

231.758.3100

Thursday, March 24, 2026, 5:00 p.m.

Call to order

Agenda

Public Comments:

Approval of Minutes: Regular Meeting: February 26, 2026

Approval of Bills: February 2026

Treasurer's Report on Financial Statements

Reports:

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

Board Members' Comments:

Unfinished Business:

New Business:

- ◆ Teen Library Internship

Public Comments:

Adjournment:

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

PETOSKEY DISTRICT LIBRARY
Board of Trustees Meeting Minutes
February 26, 2026

The meeting was called to order at 5:00 PM by President Kim Block.

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

Absent: Amy Janssens

Agenda: Val requested that a discussion about the Carnegie windows be added to New Business. The agenda was approved by unanimous consent with that addition.

Approval of Minutes: The minutes of the regular meeting of January 22, 2026 were approved as presented by unanimous consent.

Approval of Bills: Moira inquired about a bill for “outdoor maintenance” and Val explained that we contract for snow plowing. Payment of the bills for January 2026 was approved by unanimous consent.

Treasurer’s Report on Financial Statements: Trevor stated that everything is looking straightforward.

Reports:

- Friends of the Library - There was no representative present from the Friends.
- Township Representatives - Garrett Muir, representing Bear Creek Township, was present but had no questions or comments.
- Director’s Report - Val had provided a written report and added a few items at the meeting. Stacy is working on a partnership with the Straits Area Amateur Radio Club with the goal of developing a scout merit badge. The Chess Club will be playing against a group from Interlochen which will visit Petoskey. The League of Women Voters Northern Lower Michigan would like to plant a native plant demonstration garden at the library, partnering with Wild Ones of Northwest Lower Michigan. Val reviewed the monthly statistics and highlighted the services we receive from the Co-op,

Board Member Comments: Ann had attended a virtual MLA meeting on proposed changes in the distribution of penal fines. The take-away was that it is early days yet, a long process, and the MLA will keep everyone informed. Their advice is to get to know your state lawmakers. Kim reported running into a staff member who was very enthusiastic about the recent staff in-service day and the escape room activity.

Unfinished Business: none

New Business:

- Director Evaluation - Kim provided print copies of the aggregated board member evaluation forms. The Board was unanimous in rating Val's performance as "excellent" in all categories and approved the following four goals for the coming year:
 1. Create a long-term building use plan with a Formal Master Plan
 2. Work with programming staff to plan civil discourse programming
 3. Hire new IT Manager
 4. Work with Marketing Manager to review current marketing process and set a plan in place for review every six months
- Review of RFP for Master Plan - This Request for Proposals will go out to architectural firms. Val estimates that the cost for a Plan will be about \$35,000 to \$40,000. The Friends have agreed to help pay for it. Discussion.
*Laura moved and Trevor seconded to approve putting out the RFP for a Master Plan. The motion carried unanimously.
- Policy Review -
 1. Credit Card Policy - The proposed change is to add Reg Smith to the user list.
*Laura moved and Kim seconded to accept the credit card policy with the proposed change. The motion carried unanimously.
 2. Social Media Policy - There was discussion on the proposed changes.
*Trevor moved and Laura seconded to amend the Social Media policy as presented. The motion carried unanimously.
- New Student Trustee - discussion - Kim reminded everyone that the search process for the next student trustee starts in March. Val will put together information/application packets which Kim and Moira will distribute at the high school. Kim and Amy will interview candidates, and Trevor will handle the exit interview for the current student representative.
- Carnegie Windows - At their March 2 meeting the city council will be discussing finding more funding in order to refurbish all the old Carnegie windows at once. The library has already designated the \$10,000 grant from the Carnegie Foundation to help with the window project. Discussion.
*Laura moved and Kim seconded that the library board will also provide up to \$10,000 from the building fund (fund balance - reserved) for the Carnegie windows. The motion carried unanimously.

Public Comments: Garrett Muir stated that he is part of the Big Brother program and brought his buddy to the library during a bad weather day and had a wonderful time. Trevor noted that he has done the same and that there are so many activities available.

Adjournment: Kim adjourned the meeting at 5:48 PM.

Respectfully submitted, Ann Ingles, Secretary

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

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

Check Number	Check Issue Date	Payee	Invoice GL Account Title	Amount
111254	02/11/2026	A-1 Outdoor Maintenance LLC	Contracted Services	2,475.00
111371	02/25/2026	Access Locksmithing Inc.	Building Repair & Maintenance	349.00
111255	02/11/2026	Alliance Entertainment	Audio Visual - Children	104.45
111255	02/11/2026	Alliance Entertainment	Audio Visual - Adult	222.22
111256	02/11/2026	Amazon Capital Services	Tech. Equipment & Software	36.09
111256	02/11/2026	Amazon Capital Services	Office/Library Supplies	46.35
111256	02/11/2026	Amazon Capital Services	Programming - Children	34.77
111256	02/11/2026	Amazon Capital Services	Audio Visual - Young Adult	64.49
111256	02/11/2026	Amazon Capital Services	Programming - Young Adult	45.14
111256	02/11/2026	Amazon Capital Services	Audio Visual - Adult	39.99
111256	02/11/2026	Amazon Capital Services	Programming - Young Adult	98.04
111256	02/11/2026	Amazon Capital Services	Audio Visual - Adult	56.93
111256	02/11/2026	Amazon Capital Services	Books - Adult	56.51
111256	02/11/2026	Amazon Capital Services	Programming - Children	84.84
111256	02/11/2026	Amazon Capital Services	Programming - Adult	25.99
111256	02/11/2026	Amazon Capital Services	Building Repair & Maintenance	35.00
111256	02/11/2026	Amazon Capital Services	Office/Library Supplies	11.88
111256	02/11/2026	Amazon Capital Services	Miscellaneous	35.23
111256	02/11/2026	Amazon Capital Services	Programming - Young Adult	87.20
111256	02/11/2026	Amazon Capital Services	Books - Adult	372.80
111256	02/11/2026	Amazon Capital Services	Makerspace - Equip & Supplies	140.18
111256	02/11/2026	Amazon Capital Services	Audio Visual - Adult	75.95
111374	02/25/2026	AMERICAN LIBRARY ASSOC.	Training & Travel	365.00
111257	02/11/2026	Armstrong, Janet Elaine	Contracted Services	360.00
111323	02/18/2026	Atchison Paper & Supply	Office/Library Supplies	356.34
111260	02/11/2026	Bassett, Susan Jane	Contracted Services	420.00
111133	02/04/2026	Burns, Mary	Programming - Adult	2,500.00
111266	02/11/2026	Centaris	Contracted Services	432.00
111134	02/04/2026	Cintas Corp #729	Building Supplies	31.62
111134	02/04/2026	Cintas Corp #729	Building Supplies	31.62
111134	02/04/2026	Cintas Corp #729	Building Supplies	31.62
111134	02/04/2026	Cintas Corp #729	Building Supplies	31.62
111134	02/04/2026	Cintas Corp #729	Building Supplies	31.62
111136	02/04/2026	City Treas. for Utility Bills	Public Utilities	2,285.57
111136	02/04/2026	City Treas. for Utility Bills	Public Utilities	397.02
111268	02/11/2026	Collias-Glaser, Hellene Kay	Contracted Services	150.00
111380	02/25/2026	DTE Energy	Heating Fuel	2,469.39
111380	02/25/2026	DTE Energy	Heating Fuel	932.36
111270	02/11/2026	Ducastel, Barbara	Contracted Services	90.00
111274	02/11/2026	Fisher, Amy	Contracted Services	60.00
106046	02/04/2026	Hammond, Linda Lawless	Contracted Services	240.00
111140	02/04/2026	Hammond, Linda Lawless	Contracted Services	240.00
111278	02/11/2026	Hansen, Carol Margaret	Contracted Services	60.00
111279	02/11/2026	Himebauch, Kelly L	Contracted Services	120.00
111282	02/11/2026	Ingram Library Services	Books - Adult	3,250.72
111282	02/11/2026	Ingram Library Services	Books-Children's	2,226.12
111282	02/11/2026	Ingram Library Services	Books - Young Adult	273.93
111284	02/11/2026	Jakeway, Patricia	Contracted Services	240.00
111142	02/04/2026	Kanopy Inc	Electronic Materials	5,000.00
111146	02/04/2026	Mango Languages	Data Bases	1,641.45
111399	02/25/2026	Metropolitan Life Insurance Company	Fringe Benefits	350.54
111147	02/04/2026	Meyer Ace Hardware	Building Supplies	35.98

Check Number	Check Issue Date	Payee	Invoice GL Account Title	Amount
111147	02/04/2026	Meyer Ace Hardware	Building Supplies	152.61
111147	02/04/2026	Meyer Ace Hardware	Building Supplies	14.83-
111345	02/18/2026	Meyer Ace Hardware	Building Supplies	41.38
111346	02/18/2026	Meyerson, Valerie	Training & Travel	42.57
111293	02/11/2026	Mitchell Graphics Inc.	Printing/Advertising/Postage	111.00
111348	02/18/2026	Mitchell Graphics Inc.	Printing/Advertising/Postage	2,997.64
111149	02/04/2026	Mitrovich, Michael	Contracted Services	75.00
111400	02/25/2026	Mitrovich, Michael	Contracted Services	900.00
111297	02/11/2026	Northern Gale Cleaning & Property Mgmt	Contracted Services	1,365.00
111404	02/25/2026	Northern Gale Cleaning & Property Mgmt	Contracted Services	150.00
111407	02/25/2026	OneAmerica	Fringe Benefits	82.24
111351	02/18/2026	Oriental Trading Company	Programming - Children	96.91
111353	02/18/2026	Otis Elevator Co.	Building Repair & Maintenance	6,565.00
111355	02/18/2026	Peak Technologies Inc.	Office/Library Supplies	683.15
111356	02/18/2026	Peninsula Fiber Network LLC	Communications	89.10
111152	02/04/2026	Petoskey Regional Chamber	Training & Travel	160.00
111411	02/25/2026	Priority Health	Fringe Benefits	7,838.66
111155	02/04/2026	Quadient Inc.	Office/Library Supplies	40.00
111363	02/18/2026	Straight A Enterprises LLC	Programming - Young Adult	1,500.00
111310	02/11/2026	Sweep Shop, The	Equipment Repair & Maintenance	272.65
111312	02/11/2026	T-Mobile	Communications	303.02
111422	02/25/2026	Trophy Case, The	Office/Library Supplies	20.00
111368	02/18/2026	Unique Management Services Inc.	Contracted Services	34.95
111318	02/11/2026	Yallup, Tracey	Contracted Services	60.00
Grand Totals:				52,158.64

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
271-000-202.000	294.82	52,453.46-	52,158.64-
271-790-724.000	8,271.44	.00	8,271.44
271-790-751.000	1,157.72	.00	1,157.72
271-790-752.000	388.07	14.83-	373.24
271-790-760.000	3,680.03	.00	3,680.03
271-790-760.100	2,226.12	.00	2,226.12
271-790-760.200	273.93	.00	273.93
271-790-761.000	355.10	39.99-	315.11
271-790-761.100	104.45	.00	104.45
271-790-761.200	64.49	.00	64.49
271-790-762.000	5,000.00	.00	5,000.00
271-790-762.100	1,641.45	.00	1,641.45
271-790-802.000	7,231.95	240.00-	6,991.95
271-790-850.000	392.12	.00	392.12
271-790-905.000	3,108.64	.00	3,108.64
271-790-912.000	567.57	.00	567.57
271-790-920.000	2,682.59	.00	2,682.59
271-790-924.000	3,401.75	.00	3,401.75
271-790-930.000	6,949.00	.00	6,949.00
271-790-931.000	272.65	.00	272.65
271-790-955.000	35.23	.00	35.23
271-790-958.000	216.52	.00	216.52
271-790-958.100	2,525.99	.00	2,525.99
271-790-958.200	1,730.38	.00	1,730.38

GL Account	Debit	Credit	Proof
271-790-964.000	140.18	.00	140.18
271-790-986.000	36.09	.00	36.09
Grand Totals:	<u>52,748.28</u>	<u>52,748.28-</u>	<u>.00</u>

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 = 02/01/2026-02/28/2026

Check Number	Check Issue Date	Name	GL Account	Amount
111430	02/23/2026	American Indian Library Association	271790751000	36.50
111431	02/23/2026	Atomnation, Inc	271790760100	561.04
Grand Totals:				<u>597.54</u>

CITY OF PETOSKEY

BALANCE SHEET
FEBRUARY 28, 2026

FUND 271 - LIBRARY FUND

ASSETS

271-000-001.000	CASH	(115,279.71)	
271-000-001.700	CASH - FIFTH THIRD LIBRARY	988,505.18	
271-000-056.000	ACCRUED INTEREST RECEIVABLE -	505.17	
271-010-004.000	WORKING FUND - LIBRARY	175.00	
271-010-020.000	TAXES RECEIVABLE - CURRENT	30,382.15	
271-010-026.000	TAXES RECEIVABLE - DELINQUENT	3,380.29	
		<hr/>	
	TOTAL ASSETS		907,668.08
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LIABILITIES AND EQUITY

LIABILITIES

271-000-202.000	ACCOUNTS PAYABLE	31,395.44	
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	(2,733.00)	
		<hr/>	
	TOTAL LIABILITIES		52,284.54

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	358,998.86	
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	TOTAL FUND EQUITY		855,383.54
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	TOTAL LIABILITIES AND EQUITY		907,668.08
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CITY OF PETOSKEY
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 28, 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	.00	18,500.00	(18,500.00)	.00
271-081-403.000 CURRENT PROPERTY TAX	.00	.00	1,094,600.00	(1,094,600.00)	.00
271-081-405.000 PROPERTY TAX - BEAR CREEK	136,408.26	238,564.66	259,300.00	(20,735.34)	92.00
271-081-407.000 PROPERTY TAX - RESORT	100,312.55	164,886.48	205,800.00	(40,913.52)	80.12
271-081-409.000 PROPERTY TAX - LITTLE TRAVERSE	68,389.79	147,437.87	169,400.00	(21,962.13)	87.04
271-081-411.000 PROPERTY TAX - SPRINGVALE	13,333.21	52,047.85	60,900.00	(8,852.15)	85.46
271-081-432.000 CURRENT PROPERTY TAX - PILOT	.00	.00	7,700.00	(7,700.00)	.00
271-081-445.000 PENALTIES & INTEREST	75.48	202.14	2,500.00	(2,297.86)	8.09
271-081-566.000 GRANTS	.00	10,000.00	23,000.00	(13,000.00)	43.48
271-081-657.000 PENAL FINES	.00	.00	70,000.00	(70,000.00)	.00
271-081-658.000 REIMBURSEMENTS	.00	.00	6,500.00	(6,500.00)	.00
271-081-687.000 PAID CARDS	475.00	1,000.00	3,500.00	(2,500.00)	28.57
271-081-692.000 COPIES	1,456.15	1,678.00	6,000.00	(4,322.00)	27.97
271-081-694.000 BOOK SALE	800.39	1,743.11	13,000.00	(11,256.89)	13.41
271-081-695.000 CONTRACTED WAGES	.00	.00	14,000.00	(14,000.00)	.00
271-081-696.000 MERCHANDISE SALES	89.00	238.00	1,500.00	(1,262.00)	15.87
TOTAL OPERATING REVENUE	321,339.83	617,798.11	1,956,200.00	(1,338,401.89)	31.58
<u>NON-OPERATING REVENUE</u>					
271-082-664.000 INTEREST INCOME	446.97	1,046.36	13,000.00	(11,953.64)	8.05
271-082-682.000 OTHER	169.88	368.13	4,000.00	(3,631.87)	9.20
271-082-684.000 BUILDING RENT	150.00	2,664.00	8,000.00	(5,336.00)	33.30
271-082-696.000 DONATIONS	4,144.75	4,430.45	10,000.00	(5,569.55)	44.30
TOTAL NON-OPERATING REVENUE	4,911.60	8,508.94	35,000.00	(26,491.06)	24.31
TOTAL FUND REVENUE	326,251.43	626,307.05	1,991,200.00	(1,364,892.95)	31.45

CITY OF PETOSKEY
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 28, 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	39,874.59	75,089.44	532,300.00	457,210.56	14.11
271-790-704.000	SALARIES & WAGES - PART-TIME	19,732.20	36,532.92	276,100.00	239,567.08	13.23
271-790-724.000	FRINGE BENEFITS	20,190.71	39,389.80	269,300.00	229,910.20	14.63
271-790-751.000	OFFICE/LIBRARY SUPPLIES	512.15	1,618.69	11,500.00	9,881.31	14.08
271-790-752.000	BUILDING SUPPLIES	571.48	1,308.84	8,500.00	7,191.16	15.40
271-790-760.000	BOOKS - ADULT	3,682.02	7,171.32	40,000.00	32,828.68	17.93
271-790-760.100	BOOKS-CHILDREN'S	2,093.99	4,320.11	24,000.00	19,679.89	18.00
271-790-760.200	BOOKS - YOUNG ADULT	674.10	1,060.70	5,000.00	3,939.30	21.21
271-790-760.400	PERIODICALS	.00	139.00	9,000.00	8,861.00	1.54
271-790-761.000	AUDIO VISUAL - ADULT	140.88	442.83	8,300.00	7,857.17	5.34
271-790-761.100	AUDIO VISUAL - CHILDREN	.00	104.45	1,500.00	1,395.55	6.96
271-790-761.200	AUDIO VISUAL - YOUNG ADULT	64.49	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	.00	.00	5,000.00	5,000.00	.00
271-790-802.000	CONTRACTED SERVICES	9,386.95	16,640.60	95,100.00	78,459.40	17.50
271-790-802.100	CONTRACTED SERVICES - SOFTWARE	.00	889.98	39,400.00	38,510.02	2.26
271-790-850.000	COMMUNICATIONS	523.20	1,015.32	8,300.00	7,284.68	12.23
271-790-880.000	COMMUNITY OUTREACH	250.00	250.00	2,500.00	2,250.00	10.00
271-790-885.000	DONATION EXPENSE	.00	.00	3,000.00	3,000.00	.00
271-790-887.000	BANK CHARGES	66.49	127.42	800.00	672.58	15.93
271-790-905.000	PRINTING/ADVERTISING/POSTAGE	7,620.63	8,406.62	46,100.00	37,693.38	18.24
271-790-912.000	TRAINING & TRAVEL	728.57	1,918.01	13,200.00	11,281.99	14.53
271-790-915.000	MEMBERSHIPS & DUES	215.00	215.00	1,500.00	1,285.00	14.33
271-790-920.000	PUBLIC UTILITIES	2,557.81	5,240.40	33,000.00	27,759.60	15.88
271-790-924.000	HEATING FUEL	3,401.75	6,270.57	16,500.00	10,229.43	38.00
271-790-930.000	BUILDING REPAIR & MAINTENANCE	9,107.06	17,647.34	59,500.00	41,852.66	29.66
271-790-931.000	EQUIPMENT REPAIR & MAINTENANCE	85.00	537.60	4,200.00	3,662.40	12.80
271-790-937.000	INSURANCE & BONDS	.00	.00	12,500.00	12,500.00	.00
271-790-955.000	MISCELLANEOUS	35.23	1,372.58	5,700.00	4,327.42	24.08
271-790-958.000	PROGRAMMING - CHILDREN	326.55	739.55	9,500.00	8,760.45	7.78
271-790-958.100	PROGRAMMING - ADULT	673.99	3,695.60	17,000.00	13,304.40	21.74
271-790-958.200	PROGRAMMING - YOUNG ADULT	1,730.38	1,904.12	3,000.00	1,095.88	63.47
271-790-964.000	MAKERSPACE - EQUIP & SUPPLIES	140.18	474.73	3,500.00	3,025.27	13.56
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	36.09	36.09	43,500.00	43,463.91	.08
271-790-995.000	ADMINISTRATIVE FEES	.00	.00	7,400.00	7,400.00	.00
TOTAL LIBRARY		124,421.49	267,308.19	1,692,700.00	1,425,391.81	15.79

CITY OF PETOSKEY
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 28, 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	.00	9,200.00	9,200.00	.00
271-792-993.000 PAYING AGENT FEES	.00	.00	300.00	300.00	.00
TOTAL BOND DEBT REQUIREMENT	.00	.00	254,500.00	254,500.00	.00
TOTAL FUND EXPENDITURES	124,421.49	267,308.19	1,947,200.00	1,679,891.81	13.73
NET REVENUES OVER EXPENDITURES	201,829.94	358,998.86	44,000.00	314,998.86	815.91

Petoskey District Library

Director's Report: March 2026

Val's Update:

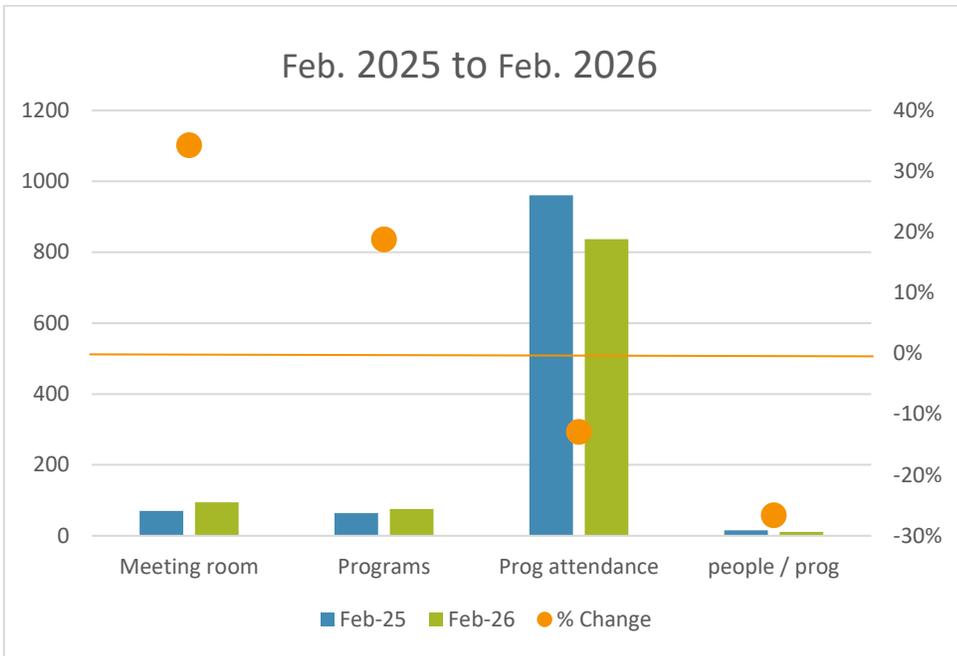
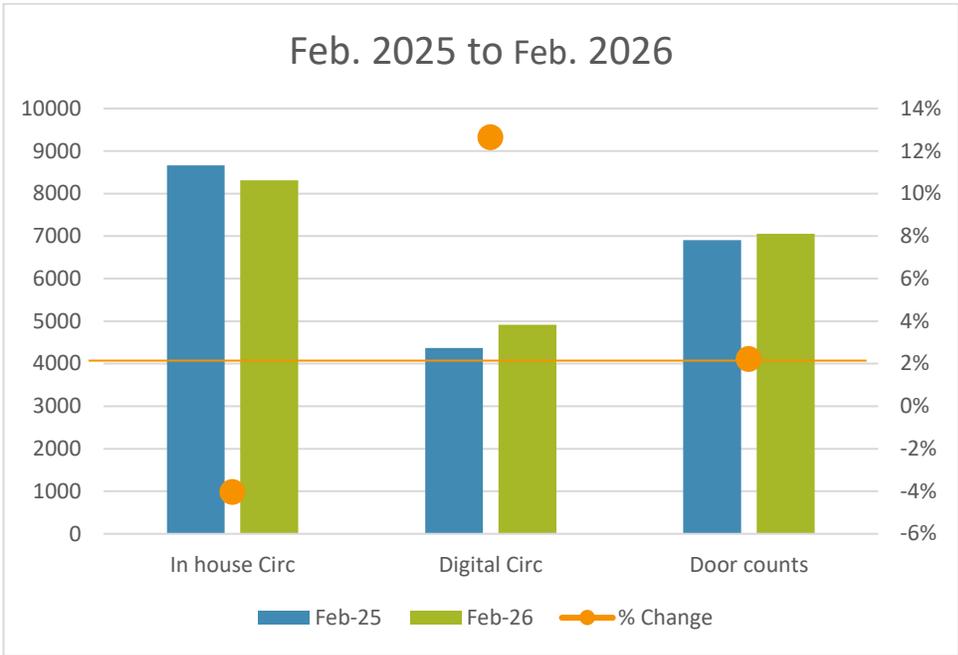
- There is an updated OMA Handbook: [Open Meetings Act Handbook March 2026](#)
- The Connector room had an ice dam buildup, creating small leaks. We plan to have a meeting with the City and CTAC to discuss maintenance of that space.
- I have a few meetings with architects for walk throughs of the building and what we are looking for in our RFP. RFPs are due April 6. We will review and approve at the April meeting.
- Nisa and I are planning to be part of the pilot state-wide High School Library Internship Cohort. The plans include a 15-20 student cohort beginning this summer. There would be three cohort meetings including a kick off meeting, virtual reporting meeting, and a final report meeting at the end. The Internship would be 6-8 weeks, minimum of 15 hours per week, and a final project to report to the group on. We are finalizing what this may look like for Petoskey.
- We made it through Snowmageddon 2026. We were closed three days – Sunday – Tuesday. Staff were all able to get out and in to work on Wednesday where we got to watch the city's snow removal process. The staging area for snow was on Waukazoo and Mitchell.
- Jodi is headed to the annual Public Library Association Conference in Minneapolis next week. Among the many educational sessions, vendor conversations, she will be meeting with a few vendors to look at mobile cooking carts. A potential opportunity for us to bring cooking classes to the library.
- We had four staff attend the Parent / Teacher conferences at the four elementary schools, where we talked library and registered people for cards.
- We are considering holding a staff "lock in" on an upcoming Sunday evening, 5-8pm. Staff would come in to work on projects that are harder to do when we are open.
- The Health Dept will be in the foyer on March 24, 11am – 2pm providing information about their services as well as providing a carbon monoxide detection kit for those patrons who stop to chat.
- Secretary of State will also be back this summer for their popups.
- Our allergy friendly Easter Egg Hunt will be held on March 21. This event is once again sponsored by the MSU Alumni group. They provide the egg prizes, a book for each participant, a craft area, set up and clean up!
- The Chickens are once again in the house and should be hatched very soon.
- Megan is at Spring Institute this week.
- The Feature of the Month is BiblioBag.

Facility

- Children's Program Room will have the old table brackets removed, drywall and floor repaired and repainted.
- I met with the Carnegie Window contractor. He verified that the window project will begin April 13. I am still waiting on a more detailed timeline as to when we can get in the building and when it will be complete.
 - April 13th - April 17th: On site to remove sashes for in shop restoration
 - April 20th - May 22nd: BlackBerry shop restoration of the sashes
 - May 25th - June 5th: On site reinstalling restored sashes and restoring master frames

Youth/Teen Departments:

- Megan is working on a cross training system so if staff is out sick, other staff can facilitate the program so we won't have to cancel.



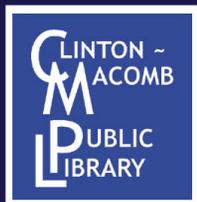
Next Chapter Library Intern Program

Information Meeting

Larry Neal, Library Director
Jamie Morris, Associate Director
Amy Young, Head of Adult Services

Amber Sheerin, Program and Event Director,
Michigan Library Association

March 9, 2026



Clinton-Macomb Public Library

Inspire. Create. Dream. Learn.

Topics/Agenda

1. Welcome!
2. Program overview
3. Pilot goals and outcomes
4. Draft time line and agendas
5. Program requirements and costs
6. MLA's Youth Summit bonus!
7. Commitment and Q&A

Program overview

- A PLA initiative called the “Inclusive Internship Initiative” funded mostly by an IMLS Laura Bush 21st Century Librarian Grant from 2017 to 2021
- Goal was to give teens from diverse backgrounds exposure to librarianship as a career
- CMPL was selected to participate in three cohorts and found the experience to be greatly rewarding; Amy Young was CMPL’s designated mentor and is our project champion

Amy's experience in the program



Pilot goals and outcomes

- Try this program out on a statewide level
- Cultivate a cohort of next generation library professionals and/or advocates
- Enhance our programs and services by seeing our work through the lens of the interns
- Potentially fill gaps in our workforce that currently do not reflect the communities we serve today or will serve in the future

Draft time line

- March 23 – Library commitment (15 minimum needed)
- April – Finalize forms, kickoff/closing agendas
- April 15 – Deadline for libraries to commit
- May 9 – MLA Youth Summit (optional)
- May 15 – Interns hired
- June 17-18 – Kickoff event at CMPL
- June 22-Aug 12 – Interns work 15 hours per week
- July t.b.d. – Virtual group progress meeting
- Aug 12-13 – Closing event (tentative at Library of MI)
- Sept 15 – Post-program evaluation meeting

Draft kickoff agenda

- June 16 – Welcome, icebreaker, introductions, dinner, gaming night
- June 17
 - Optional library tour
 - Breakfast/welcome
 - Intro to library science (roles in society, core values, etc.)
 - Panel about current library issues (misinformation, IF, AI)
 - Lunch
 - True Colors personality assessment
 - Project brainstorming with mentors
 - Shareout of project ideas

Draft closing agenda

- August 11 – Dinner, closing event
- August 12
 - Breakfast
 - Intern presentations
 - Lunch
 - Intern presentations
 - “The Future Depends on You” closing
 - Evaluation
 - Optional library tour

Program requirements and costs

- Designated library staff member mentor
- Paid high school intern, 9 weeks, 15 hours a week, \$15 an hour (\$2,025 + FICA \$155)
- Attend kickoff, check-in and closing events (preferably in-person, can explore virtual)
- Program costs per library (current estimate \$500 for six meals and activities, seeking to reduce)
- Lodging per library if needed (Clinton Township and Lansing) estimate \$500 maximum plus mileage

MLA Youth Summit bonus



**YOUTH
SUMMIT
THE RIGHT TO READ**

Clinton Macomb Public Library - Main Branch • Saturday, May 9, 2026

MI
RIGHT TO READ

The graphic features a teal background with a faint map of Michigan. On the right, a hand holds a megaphone with yellow handles. In the top right corner, there is a logo for 'MI RIGHT TO READ' where the letters 'MI' are formed by colorful book spines. The main text is presented in orange and white boxes on the left side.

Commitment and Q&A

- Need at least 15 libraries by March 23; deadline April 15
- Commit now in chat!
- Commit via email – lneal@cmpl.org

