

**Petoskey District Library Board of Trustees**

500 E. Mitchell

231.758.3100

Thursday, June 25, 2026, 5:00 p.m.

**Call to order**

**Agenda**

**Public Comments:**

**Approval of Minutes:** Regular Meeting: May 28, 2026

**Approval of Bills:** May 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:**

**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**  
**Thursday, May 28, 2026**

The meeting was called to order at 5 PM by Vice President Amy Janssens.

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

**Absent:** Kim Block

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

**Public Comments:** There were no public comments, but Val took the opportunity to introduce the new Facilities Manager Michael Mitrovich.

**Approval of Minutes:** The minutes of the regular meeting of April 23, 2026 were approved as presented by unanimous consent.

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

**Treasurer's Report on Financial Statements:** There were no comments.

**Reports:**

- Friends of the Library - There were no Friends present.
- Comments/Questions from township representatives - Garrett Muir, representing Bear Creek Township, reported that the township is now holding its meetings in the new township hall and that the Supervisor Denny Keiser is retiring.
- Director's Report/Annual Report - Val had provided a written report. She handed out copies of the 2025 Annual Report, which she had already presented at all the townships and will present to the Petoskey City Council on June 1. She highlighted the recent chess tournament held at the Carnegie which drew many players from a wide area and also expressed her appreciation for the chess club sponsors who volunteer their time during the

school year. She also explained that a lot of special lighting had to be brought in for this tournament because the Carnegie windows have been removed for refurbishing and the window spaces are boarded up.

**Board Member Comments:** Amy congratulated Moira on the completion of her one year term on the library board and presented her with a gift from the Board.

**Unfinished Business:** None

**New Business:**

- Brielle Burris, a rising senior at Petoskey High School, has been chosen as the next student board member.
- Policy Update, Code of Conduct - \*Laura moved and Trevor seconded to approve the changes as presented. Motion carried unanimously.
- Policy Update, Meeting Room - \*Laura moved and Ann seconded to adopt the proposed change in the Meeting Room policy. Motion carried unanimously.
- Policy Review, Collection Development - The policy was reviewed, with no action necessary.

**Public Comments:** None

At 5:20 pm the meeting was paused to await the start of the scheduled public meeting with architects from krM. The public meeting lasted from 5:35 pm until 6:50 pm. Two company representatives solicited input about the master planning project, and there was some discussion.

The meeting was adjourned at 6:50 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
112285	05/27/2026	5H Irrigation & Maintenance Inc.	Building Repair & Maintenance	208.64
112204	05/20/2026	AEDSuperstore	Building Supplies	98.41
112033	05/06/2026	Alliance Entertainment	Audio Visual - Children	174.40
112033	05/06/2026	Alliance Entertainment	Audio Visual - Adult	154.69
112033	05/06/2026	Alliance Entertainment	Audio Visual - Children	46.98
112033	05/06/2026	Alliance Entertainment	Audio Visual - Adult	251.22
112033	05/06/2026	Alliance Entertainment	Audio Visual - Adult	179.74
112033	05/06/2026	Alliance Entertainment	Audio Visual - Adult	46.25
112033	05/06/2026	Alliance Entertainment	Audio Visual - Adult	21.25
112113	05/13/2026	Amazon Capital Services	Programming - Young Adult	29.85
112113	05/13/2026	Amazon Capital Services	Building Supplies	7.14
112113	05/13/2026	Amazon Capital Services	Audio Visual - Young Adult	56.70
112113	05/13/2026	Amazon Capital Services	Books - Adult	56.71
112113	05/13/2026	Amazon Capital Services	Audio Visual - Adult	72.15
112113	05/13/2026	Amazon Capital Services	Office/Library Supplies	4.99
112113	05/13/2026	Amazon Capital Services	Programming - Children	35.59
112113	05/13/2026	Amazon Capital Services	Office/Library Supplies	32.47
112113	05/13/2026	Amazon Capital Services	Building Supplies	22.86
112113	05/13/2026	Amazon Capital Services	Building Supplies	21.42
112113	05/13/2026	Amazon Capital Services	Office/Library Supplies	17.99
112113	05/13/2026	Amazon Capital Services	Programming - Young Adult	45.97
112113	05/13/2026	Amazon Capital Services	Books - Young Adult	28.54
112114	05/13/2026	Armstrong, Janet Elaine	Contracted Services	900.00
112036	05/06/2026	Atchison Paper & Supply	Building Supplies	318.82
112036	05/06/2026	Atchison Paper & Supply	Office/Library Supplies	51.89
112288	05/27/2026	Atchison Paper & Supply	Building Supplies	115.75
112288	05/27/2026	Atchison Paper & Supply	Office/Library Supplies	244.60
112118	05/13/2026	Bassett, Susan Jane	Contracted Services	1,020.00
112211	05/20/2026	Bayscan Technologies	Office/Library Supplies	401.20
112121	05/13/2026	Bertoni, Angelina	Programming - Children	360.00
112042	05/06/2026	Centaris	Contracted Services - Software	432.00
112123	05/13/2026	Center Point Large Print	Books - Adult	20.99
112123	05/13/2026	Center Point Large Print	Books - Adult	30.07
112123	05/13/2026	Center Point Large Print	Books - Adult	196.49
112043	05/06/2026	Cintas Corp #729	Building Supplies	31.62
112043	05/06/2026	Cintas Corp #729	Building Supplies	31.62
112043	05/06/2026	Cintas Corp #729	Building Supplies	18.16
112043	05/06/2026	Cintas Corp #729	Building Supplies	31.62
112043	05/06/2026	Cintas Corp #729	Building Supplies	31.62
112045	05/06/2026	City Treas. for Utility Bills	Public Utilities	2,648.84
112045	05/06/2026	City Treas. for Utility Bills	Public Utilities	354.44
112125	05/13/2026	Collias-Glaser, Hellene Kay	Contracted Services	420.00
112047	05/06/2026	David Hoffman Landscaping & Nursery Inc.	Building Repair & Maintenance	2,226.00
112296	05/27/2026	DTE Energy	Heating Fuel	402.71
112296	05/27/2026	DTE Energy	Heating Fuel	245.06
112129	05/13/2026	Ducastel, Barbara	Contracted Services	480.00
112050	05/06/2026	Dynamic School Assemblies Inc.	Programming - Children	595.00
112298	05/27/2026	Edwards, Jessica	Contracted Services	450.00
112137	05/13/2026	Fisher, Amy	Contracted Services	180.00
112055	05/06/2026	Grigg, Michael	Audio Visual - Adult	187.00
112143	05/13/2026	Hansen, Carol Margaret	Contracted Services	120.00
112144	05/13/2026	Himebauch, Kelly L	Contracted Services	240.00

Check Number	Check Issue Date	Payee	Invoice GL Account Title	Amount
112241	05/20/2026	Hohlbein, Mary	Training & Travel	69.60
112148	05/13/2026	Ingram Library Services	Books - Adult	2,865.95
112148	05/13/2026	Ingram Library Services	Books-Children's	1,426.87
112148	05/13/2026	Ingram Library Services	Books - Young Adult	258.40
112150	05/13/2026	Jakeway, Patricia	Contracted Services	600.00
112061	05/06/2026	John E. Green Co.	Building Repair & Maintenance	1,336.00
112064	05/06/2026	Kesseler, Nisa	Training & Travel	105.27
112157	05/13/2026	Lewis, Clark Robert	Programming - Children	450.00
112069	05/06/2026	McGrath, James Edward	Programming - Children	775.00
107765	05/20/2026	McLaren Northern Mich Hospital	Community Outreach	70.00-
112070	05/06/2026	MellyPop! Productions	Programming - Children	705.00
112311	05/27/2026	Metropolitan Life Insurance Company	Fringe Benefits	350.54
112161	05/13/2026	Meyer Ace Hardware	Building Supplies	40.49
112161	05/13/2026	Meyer Ace Hardware	Building Supplies	59.31
112255	05/20/2026	Meyerson, Valerie	Training & Travel	79.76
112163	05/13/2026	Michigan Library Association	Memberships & Dues	340.00
112313	05/27/2026	Midwest Collaborative	Printing/Advertising/Postage	100.00
112073	05/06/2026	Mitchell Graphics Inc.	Printing/Advertising/Postage	3,000.00
112074	05/06/2026	Mitrovich, Michael	Contracted Services	750.00
112075	05/06/2026	Mooradian, Jane	Audio Visual - Adult	30.00
112078	05/06/2026	Northern Gale Cleaning & Property Mgmt	Contracted Services	937.00
112259	05/20/2026	Northern Gale Cleaning & Property Mgmt	Contracted Services	1,050.00
112080	05/06/2026	Northland Library Cooperative	Contracted Services	4,664.12
112317	05/27/2026	OneAmerica	Fringe Benefits	82.24
112172	05/13/2026	Oriental Trading Company	Programming - Children	42.97
112318	05/27/2026	Otis Elevator Co.	Building Repair & Maintenance	175.00
112318	05/27/2026	Otis Elevator Co.	Building Repair & Maintenance	175.00
112262	05/20/2026	Peninsula Fiber Network LLC	Communications	89.10
112082	05/06/2026	Petoskey Regional Chamber	Training & Travel	50.00
112321	05/27/2026	Priority Health	Fringe Benefits	7,838.66
112323	05/27/2026	Quadient Inc.	Office/Library Supplies	40.00
112085	05/06/2026	Ray, Robin	Programming - Adult	40.07
112327	05/27/2026	Smith, Christine R.	Programming - Adult	183.00
112090	05/06/2026	Spectrum Business	Communications	120.49
112328	05/27/2026	Spectrum Business	Communications	120.49
112273	05/20/2026	Swank Movie Licensing USA Inc.	Programming - Adult	595.00
112189	05/13/2026	T-Mobile	Communications	308.97
112276	05/20/2026	Trophy Case, The	Office/Library Supplies	27.00
112193	05/13/2026	Two Glass Gents Inc	Building Repair & Maintenance	2,180.00
112279	05/20/2026	Unique Management Services Inc.	Contracted Services	46.60
112197	05/13/2026	Yallup, Tracey	Contracted Services	90.00
Grand Totals:				46,018.60

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
271-000-202.000	324.38	46,342.98-	46,018.60-
271-790-724.000	8,271.44	.00	8,271.44
271-790-751.000	820.14	.00	820.14
271-790-752.000	821.70	7.14-	814.56
271-790-760.000	3,170.21	.00	3,170.21
271-790-760.100	1,426.87	.00	1,426.87
271-790-760.200	286.94	.00	286.94

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GL Account	Debit	Credit	Proof
271-790-761.000	695.06	247.24-	447.82
271-790-761.100	221.38	.00	221.38
271-790-761.200	56.70	.00	56.70
271-790-802.000	11,947.72	.00	11,947.72
271-790-802.100	432.00	.00	432.00
271-790-850.000	639.05	.00	639.05
271-790-880.000	.00	70.00-	70.00-
271-790-905.000	3,100.00	.00	3,100.00
271-790-912.000	304.63	.00	304.63
271-790-915.000	340.00	.00	340.00
271-790-920.000	3,003.28	.00	3,003.28
271-790-924.000	647.77	.00	647.77
271-790-930.000	6,300.64	.00	6,300.64
271-790-958.000	2,963.56	.00	2,963.56
271-790-958.100	818.07	.00	818.07
271-790-958.200	75.82	.00	75.82
Grand Totals:	<u>46,667.36</u>	<u>46,667.36-</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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**CITY OF PETOSKEY**  
 DETAIL REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 5 MONTHS ENDING MAY 31, 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	.00	( 2,502.23)	1,094,600.00	( 1,097,102.23)	( .23)
271-081-405.000	PROPERTY TAX - BEAR CREEK	25.84	269,194.39	259,300.00	9,894.39	103.82
271-081-407.000	PROPERTY TAX - RESORT	5.56	210,756.26	205,800.00	4,956.26	102.41
271-081-409.000	PROPERTY TAX - LITTLE TRAVERSE	.00	162,721.03	169,400.00	( 6,678.97)	96.06
271-081-411.000	PROPERTY TAX - SPRINGVALE	.00	62,874.70	60,900.00	1,974.70	103.24
271-081-432.000	CURRENT PROPERTY TAX - PILOT	.00	3,110.46	7,700.00	( 4,589.54)	40.40
271-081-445.000	PENALTIES & INTEREST	.00	2,793.28	2,500.00	293.28	111.73
271-081-566.000	GRANTS	8,000.00	39,747.00	23,000.00	16,747.00	172.81
271-081-573.000	REVENUE SHARING - LCSA	1,247.39	1,247.39	.00	1,247.39	.00
271-081-657.000	PENAL FINES	.00	.00	70,000.00	( 70,000.00)	.00
271-081-658.000	REIMBURSEMENTS	10.87	448.92	6,500.00	( 6,051.08)	6.91
271-081-687.000	PAID CARDS	360.00	1,985.00	3,500.00	( 1,515.00)	56.71
271-081-692.000	COPIES	1,492.30	4,254.80	6,000.00	( 1,745.20)	70.91
271-081-694.000	BOOK SALE	1,276.61	5,256.57	13,000.00	( 7,743.43)	40.44
271-081-695.000	CONTRACTED WAGES	8,305.80	8,305.80	14,000.00	( 5,694.20)	59.33
271-081-696.000	MERCHANDISE SALES	100.00	638.00	1,500.00	( 862.00)	42.53
	<b>TOTAL OPERATING REVENUE</b>	<b>20,824.37</b>	<b>780,159.61</b>	<b>1,956,200.00</b>	<b>( 1,176,040.39)</b>	<b>39.88</b>
<u>NON-OPERATING REVENUE</u>						
271-082-664.000	INTEREST INCOME	960.09	3,655.87	13,000.00	( 9,344.13)	28.12
271-082-682.000	OTHER	178.73	8,238.48	4,000.00	4,238.48	205.96
271-082-684.000	BUILDING RENT	775.00	5,865.83	8,000.00	( 2,134.17)	73.32
271-082-696.000	DONATIONS	2,531.00	9,049.28	10,000.00	( 950.72)	90.49
	<b>TOTAL NON-OPERATING REVENUE</b>	<b>4,444.82</b>	<b>26,809.46</b>	<b>35,000.00</b>	<b>( 8,190.54)</b>	<b>76.60</b>
	<b>TOTAL FUND REVENUE</b>	<b>25,269.19</b>	<b>806,969.07</b>	<b>1,991,200.00</b>	<b>( 1,184,230.93)</b>	<b>40.53</b>

**CITY OF PETOSKEY**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 5 MONTHS ENDING MAY 31, 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	60,001.42	215,498.49	532,300.00	316,801.51	40.48
271-790-704.000	SALARIES & WAGES - PART-TIME	27,085.12	100,644.55	276,100.00	175,455.45	36.45
271-790-724.000	FRINGE BENEFITS	23,227.24	102,779.77	269,300.00	166,520.23	38.17
271-790-727.000	OPERATING EQUIPMENT & TECH	62.05	62.05	.00	( 62.05)	.00
271-790-751.000	OFFICE/LIBRARY SUPPLIES	820.14	4,752.95	11,500.00	6,747.05	41.33
271-790-752.000	BUILDING SUPPLIES	814.56	2,545.98	8,500.00	5,954.02	29.95
271-790-760.000	BOOKS - ADULT	3,170.21	14,132.35	40,000.00	25,867.65	35.33
271-790-760.100	BOOKS-CHILDREN'S	1,568.02	7,527.45	24,000.00	16,472.55	31.36
271-790-760.200	BOOKS - YOUNG ADULT	286.94	1,950.43	5,000.00	3,049.57	39.01
271-790-760.400	PERIODICALS	19.99	158.99	9,000.00	8,841.01	1.77
271-790-761.000	AUDIO VISUAL - ADULT	463.81	1,865.70	8,300.00	6,434.30	22.48
271-790-761.100	AUDIO VISUAL - CHILDREN	221.38	765.75	1,500.00	734.25	51.05
271-790-761.200	AUDIO VISUAL - YOUNG ADULT	56.70	144.18	1,000.00	855.82	14.42
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	1,992.85	5,000.00	3,007.15	39.86
271-790-802.000	CONTRACTED SERVICES	11,947.72	42,478.62	95,100.00	52,621.38	44.67
271-790-802.100	CONTRACTED SERVICES - SOFTWARE	432.00	3,477.69	39,400.00	35,922.31	8.83
271-790-850.000	COMMUNICATIONS	639.05	2,289.05	8,300.00	6,010.95	27.58
271-790-880.000	COMMUNITY OUTREACH	( 70.00)	194.98	2,500.00	2,305.02	7.80
271-790-885.000	DONATION EXPENSE	.00	.00	3,000.00	3,000.00	.00
271-790-887.000	BANK CHARGES	98.16	401.16	800.00	398.84	50.15
271-790-905.000	PRINTING/ADVERTISING/POSTAGE	3,458.99	15,550.59	46,100.00	30,549.41	33.73
271-790-912.000	TRAINING & TRAVEL	1,262.50	4,785.67	13,200.00	8,414.33	36.26
271-790-915.000	MEMBERSHIPS & DUES	340.00	772.00	1,500.00	728.00	51.47
271-790-920.000	PUBLIC UTILITIES	3,003.28	10,663.58	33,000.00	22,336.42	32.31
271-790-924.000	HEATING FUEL	647.77	11,004.34	16,500.00	5,495.66	66.69
271-790-930.000	BUILDING REPAIR & MAINTENANCE	6,300.64	37,193.64	59,500.00	22,306.36	62.51
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	.00	2,510.94	5,700.00	3,189.06	44.05
271-790-958.000	PROGRAMMING - CHILDREN	3,002.76	4,512.77	9,500.00	4,987.23	47.50
271-790-958.100	PROGRAMMING - ADULT	875.99	4,986.56	17,000.00	12,013.44	29.33
271-790-958.200	PROGRAMMING - YOUNG ADULT	75.82	2,235.63	3,000.00	764.37	74.52
271-790-964.000	MAKERSPACE - EQUIP & SUPPLIES	.00	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	( 62.05)	.00	43,500.00	43,500.00	.00
271-790-995.000	ADMINISTRATIVE FEES	.00	7,400.00	7,400.00	.00	100.00
<b>TOTAL LIBRARY</b>		<b>149,750.21</b>	<b>652,397.61</b>	<b>1,692,700.00</b>	<b>1,040,302.39</b>	<b>38.54</b>

**CITY OF PETOSKEY**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 5 MONTHS ENDING MAY 31, 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	149,750.21	656,982.09	1,947,200.00	1,290,217.91	33.74
NET REVENUES OVER EXPENDITURES	( 124,481.02)	149,986.98	44,000.00	105,986.98	340.88

# CITY OF PETOSKEY

BALANCE SHEET  
MAY 31, 2026

## FUND 271 - LIBRARY FUND

### ASSETS

271-000-001.000	CASH	101,135.94	
271-000-001.700	CASH - FIFTH THIRD LIBRARY	564,353.28	
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	
	TOTAL ASSETS		<u>668,170.76</u>

### 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)	
	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	149,986.98	
	TOTAL FUND EQUITY		<u>646,371.66</u>
	TOTAL LIABILITIES AND EQUITY		<u>668,170.76</u>

## **Petoskey District Library**

Director's Report: June 2026

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

- I presented our annual report at city hall and the school board. Both went well, but I was disappointed that the elementary school principals were not available for my presentation.
- Our July 4<sup>th</sup> planning is moving along. We will have a booth at the July 3<sup>rd</sup> Block Party Picnic. We will have a library info table and yard games for people to enjoy. We will also have a float in the parade – themed “Freedom to Read.”
- Master Plan Update: I sent additional staff input to the krM team. They have scheduled their next meeting for June 25. I will give an update at our board meeting.
- Library of Michigan Update
  - State Budget: it looks as if the state has added additional funds for libraries to improve access. These funds are listed as a “work project” so are much more restricted and can be easily removed.
  - State Librarian hiring process is under way, but everything takes a lot of time. The hope is that by the first of the year someone will be in place.
- MLA update: The Mellon Foundation grant for MI Right to Read will not be renewed. So, in order to not reduce the services and staffing for that, we are looking for non-dues sources of funding. I'm wondering if you would be interested in MLA doing a brief introduction either about the organization or their advocacy efforts at an up coming meeting. We would have them via Zoom.
- Michigan Archival Association hosted their conference at the Perry and we provided a tour of the Carnegie and our library for them.
- Staffing Update:
  - Holly A will have her last day with us on June 24. We have hired Karen Smith, who started with us June 16.
  - Mary Sue will be retiring in October this year. The plan for replacing her duties will be to add hours to a contractual company to help us with the bigger, more complicated IT issues like purchasing new equipment and installing new equipment. The day to day trouble shooting and public facing training will be taken on by Mary B. We will hire a part time person to work in Adult Services to not only relieve Mary B of some of her duties to give her more time for tech issues, but this person will also do some programming.
  - Stacy has given us her resignation. Her last day with us will be June 30. This position has been a high burnout position, so we have been looking at ways to relieve some of the pressure and to free up some time to do more publicity/social media. We will be contracting out the creation of the quarterly print newsletter. The adult services department will take on lecture type programs, continue the film series and great decisions.

### **Strategic Plan Update**

- Jodi is working on updating signage – the list is almost complete
- We are working diligently on the lighting issue. We have many bulbs out and as soon as we get a solution for the bulb replacement, we will purchase a new fixture for the lower level stairway.
- Master Plan is under way.

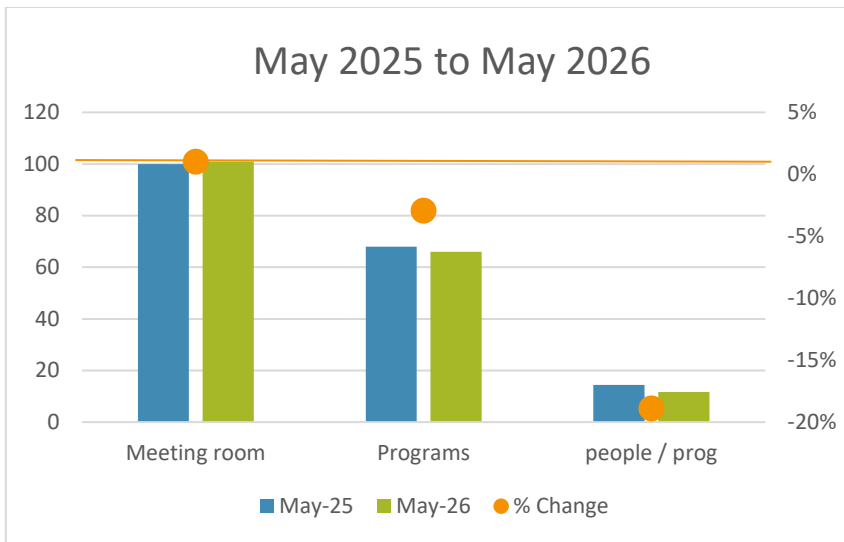
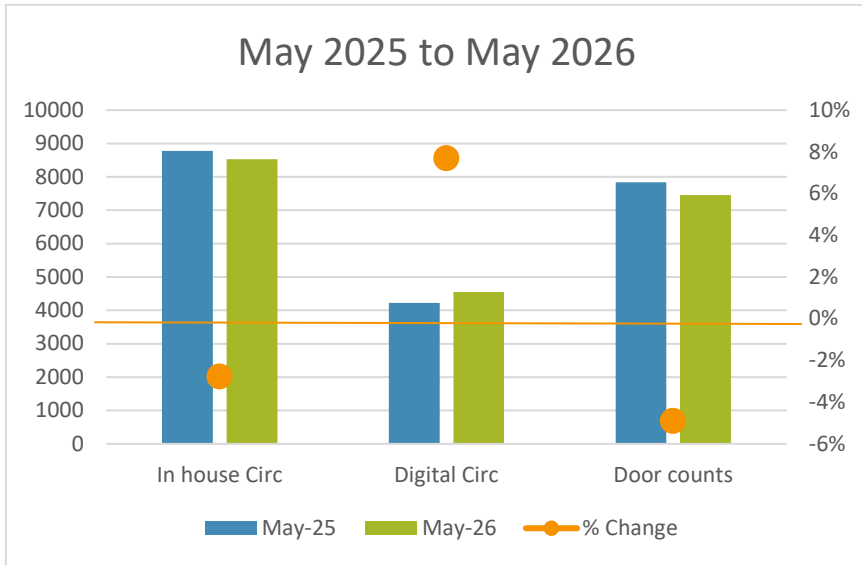
### **Facility**

- The leak seems to be stemmed. Michael has added the downspouts and gutters to his annual maintenance list. We also will work with Lake Effect to do the minor repairs.
- Petoskey Garden Club once again has done a fabulous job in planting four flower pots. There are now two at the main entry and two on the Labyrinth grounds.

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

- Teen Intern – Kiley and Nisa spent two days downstate. The first day the interns got to know each other and the second day was a learning day where the students took the colors personality test, heard from an AI expert and Professor Fonticiaro from the UofM Information School. The kids also discussed their project. Kiley is hoping to create a sensory collection for the library – for either use in house or for check out.
- Summer Reading kickoff went well. We had close to 150 attendees at Messtival. We watched Clark Lewis perform his spectacular juggling act and then kids had a blast making a mess with shaving cream art, shower curtain painting, tie dye, and sidewalk chalk. They could round it out with an ice cream treat from the ice cream truck. And – the weather held out for us!

**Statistics:**





# Public Library Policy Info Sheet

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This information sheet is intended as a tool to assist in clarification and decision making for Public Library Directors and Boards. It is not intended as legal advice. Library Boards and Directors should consult with their library attorneys when determining a plan or policy for their libraries.

## Public Library Policy Creation

- Policies are important because they create a foundation that enables libraries to provide services in consistent, safe, and fiscally responsible ways.
- Libraries' requirements for legal policies are unique and complex, involving federal, state, and local laws.
- Libraries' community importance and mission require that policies also incorporate equitable and thoughtful intent, language, and enforcement.
- An illegal or badly enforced policy can cause the library (and Director/Board/Staff) frustration and cost, as well as add legal liability.

## Policy vs Procedure

- **Policy** - Guidance or requirement that indicates how an action, service, or activity should occur that may include prohibitions or forbidden actions, services or activities. In other words, the rule(s) that apply to a certain service, activity, or action.
- **Procedure** - Guidance or instructions for the process to accomplish the requirements or prevent the prohibitions indicated within the policy. In other words, the process(es) that must be performed to implement or enforce the policy.

## Policy Categories

- Libraries create, implement and enforce large numbers of policies. Therefore, it can be helpful to view policies according to categories:
  - **Public Policies** - Policies that govern the services and operations of the library from the perspective of users and visitors.
  - **Internal Policies** - Policies that are primarily intended to regulate operations of the library from the perspective of staff,

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governance, finances, and the infrastructure necessary to maintain a collection and services.

- Within these two categories, policies can be organized further:
  - **Legally Required Policies** – Policies mandated by statute or regulation. **(NOTE -This list does NOT include all legally required policies!** Libraries should consult their library attorneys for a complete list of legally required policies!) Examples include:
    - FOIA policy
    - Investment policy
    - Credit Card Policy
    - Financial internal control policies
    - Employee sick and personal leave policies
    - Youth employment policies
    - Sexual Harassment Policy
    - Board Bylaws (Which are policies for boards)
  - **Necessary Policies**- Policies not specifically required by statute or regulation, but necessary to safely run a library and provide services in a legally compliant manner **(again, this is ONLY a PARTIAL list. Libraries should consult their attorneys to identify the policies their library should have for any given area)** Examples include:
    - Patron Behavior policies
    - ADA accommodation policies
    - Material reconsideration policies
    - Emergency and disaster policies
    - Security policies
    - Public Meeting policies
    - Meeting room policies
  - **Custom Policies** – Policies created and implemented according to the unique and individual needs of a specific library **(List is NOT definitive. Libraries should consult their attorneys and financial experts to identify necessary policies)** Examples include:
    - Policies regarding specific buildings or facilities
    - Policies governing relationships between the library and other groups such as a municipal entity and/or a friends' group or foundation.
    - Policies on fundraising

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## Policy Making Process:

- **Recognition** – Identifying a need
  - Avoid “Knee-Jerk” policies- Policies that are rushed into existence due to an incident or “trend.”
- **Research** - Can the need be addressed with policy? What is the legal standard involved? Is there an existing policy the library has that will satisfy the need with or without amendment? How do other libraries address the issue. What would this policy look like? How will the policy affect or impact stakeholders (including staff)?
- **Proposal** - Draft the policy. Review applicable laws and regulations. Look for unintended consequences. Can the draft be enforced? How would enforcement work? Consider demographics of community affected by policy. Consult attorney for language.
  - Include amended or new procedures for enforcement of the policy, if necessary.
- **Refinement** – Editing - invite additional eyes to view the policy and ensure its readability and clarity. Involve stakeholders (staff, committee, community, etc.) to weigh in.
  - If the research identifies an unexpected consequence involving a group served by the library (patrons with a disability, for example, or a specific religious or age group), consult representatives from that group for insight into minimizing negative effects.
  - Consider involving members of the staff that will be most responsible for enforcing the proposed policy- this group could identify problems and unintended consequences in the proposed policy that may not be easily seen by the policy drafters.
- **Approval** - Submit to Attorney and governing board or body for additional amendment and approval.
- **Training** - Train staff and enforcement personnel on new policy.
  - Ensure that enforcing staff understand what violation of the policy looks like, and understand what the intent of the policy is – what issue or problem is the policy intended to address? Understanding the purpose/intent of a policy can help staff members implement and enforce a policy more effectively and more equitably manage unforeseen situations.
- **Notice** - Notify patrons or relevant entities of new policy. Provide a “grace period” before policy goes into effect.

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## Writing a Policy:

To be effective, a policy must comply with certain characteristics that enable a policy to accomplish the intended result, while being able to withstand scrutiny or a challenge to its enforcement. In short, a library policy should be CLEAN:

**Clear** - Plainly written, with the purpose and intent of the policy obvious to a reader. It should be easy to identify WHAT the policy is regulating, WHAT constitutes a violation, and what consequences can result.

**Legal** - Consistent with applicable state, federal and local laws and regulations, including constitutional and civil rights requirements.

**Enforceable** - Able to be implemented and applied in an even and consistent manner incorporating Due Process (Notice, Investigation, Appeal) no matter which employee is enforcing the policy. Avoids subjective language such as "appropriate," "inappropriate," "offensive," etc., which require enforcing staff to use personal opinions and viewpoint to determine violation.

**Available** - The policy is easily available to those who are expected to comply. Any changes or amendments are posted before implementation.

**Neutral** - The policy is viewpoint neutral and does not favor or promote any opinion or position. The implementation and enforcement of the policy is applied in the same manner to all applicable parties.

## Cautions:

- Libraries should ALWAYS consult their library attorneys on new or amended policies and enforcement procedures. A badly drafted or badly enforced policy or procedure can increase a library's liability and cause legal and reputational problems for the library.
- As the legally responsible party for the library, library governing boards and bodies must review and approve every policy. It is also a good idea for governing boards and bodies to periodically review enforcement procedures.
- Municipal Libraries (Township, City, Village, County, etc.) should ensure that, where applicable, library policies are consistent with local charters and ordinances.
- Policies are perishable and should be reviewed periodically to ensure that they remain legally compliant and relevant to the library and the community's needs. This review should include periodic feedback from enforcing staff, who often are the first to experience problems with policies.

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- Libraries are encouraged to review the policies of other libraries for ideas, but NO library should copy another library's policy! Different establishment types, staff sizes, community demographics, and other factors mean that what is legal and appropriate for one library may not be for another.
  - If a library HAS a policy, they should **ALWAYS FOLLOW** their policy.

## Policy Enforcement

The best and most effective policies are worthless if they are not enforced or not enforced properly. Many organizations have good, well thought out policies, but stumble on enforcement. The most common issues libraries have with policy enforcement are:

- Lack of Enforcement - This can be because staff are unaware of a policy when an incident occurs, or because a policy is old, or just doesn't fit the situation for which it is intended. It can also be because a staff member is uncomfortable with enforcement (or disagrees with it) and just hasn't had adequate training or communication on enforcement. Lack of enforcement can make it very difficult for the library to enforce the policy later – and can cause unintended consequences.
- Inconsistent Enforcement - The same policy is being enforced differently depending on the staff on duty (the "good cop, bad cop" issue), or a policy is being enforced in some situations but not all). Inconsistent enforcement can lead to claims of discrimination or unequal treatment and can cause community controversy.
- Incorrect Enforcement - A policy is enforced differently than its original intent. This often occurs when a policy is not well-defined or leaves too much subjective determination to the enforcing staff members. Incorrect enforcement can lead to claims of discrimination, unequal treatment, and community controversy.

## Enforcement Procedure

Thoughtful and careful enforcement is as important as the policies they support. Libraries should have written enforcement procedures that indicate:

- Identifying a violation
  - Personal observation by staff member
  - Verbal report by patron
- Investigation
  - Visual survey
    - Obvious infraction?
  - Questioning/Interview (Note answers or information for incident report)

- Patron involved
  - Witnesses
- If further investigation is needed
  - Video Surveillance available?
  - Other witnesses?
- Action
  - Warning (Depending on library's individual procedure, warnings may be repeated)
    - Verbal?
    - Written?
  - Penalty (varies depending on infraction and policy)
    - Does staff determine penalty to be assessed (does the policy violated include the option for more than one penalty?)
      - If so, how is the determination made?
      - Notification to offending patron of right to appeal and process.
- Report
  - Incident Report
    - Who receives the report?

Libraries should work with their library attorney on enforcement procedures and guidelines that include information on:

- Physical touch or restraint (when and if ever- this is probably most relevant for school/public libraries).
- Differences in technique for special situations
  - Neurodivergent patrons
  - Patrons with mental impairments
  - Patrons with memory impairments
  - Aggressive or disruptive or emotional patrons
  - Situations involving specific cultural issues (religion, race, etc.)
- When to contact law enforcement

In addition, staff with policy enforcement responsibilities (especially front-line staff) should receive regular training on:

- Library board/management's expectation of policy enforcement
- Policy review – including the intent, purpose of each policy the staff is expected to enforce
- Risk Assessment
- De-escalation techniques and communicating with difficult people
- Conflict resolution
- Communication with neurodivergent people
- Communication with people with mental impairments
- Communication with people with memory impairments
- Communication with hearing and speech impaired people

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## Resources

PLEASE NOTE: Each state's library laws are unique and Michigan is no different. The information below is intended only as general information. Not every suggestion or every sample linked below will be applicable to Michigan public libraries nor compliant with Michigan law. LIBRARIES ARE STRONGLY ENCOURAGED TO CONSULT THEIR LIBRARY ATTORNEYS ON ISSUES RELATING LIBRARY POLICY FORMATION AND ENFORCEMENT.

### Michigan Specific:

Clare Membiela, Library Law Consultant, Library of Michigan - What Makes a Good Policy? [Library Law Spotlight Webinar](#)

Foster Swift, Collins and Smith Law Firm - [Five Policies Every Michigan Library Should Have in Place](#) by Anne Seuryneck, Attorney

### Information from Other State Libraries:

Colorado Virtual Library - [Tips for Public Library Policy Development](#)

New York State Library - [Written Policies](#)

South Dakota State Library - [Resource Guide on Policies](#)

University of Illinois Library - [A Quick Reference Guide to Developing Library Policies and Procedures](#) - Not specific to public libraries but contains useful information.

### Non-State Specific Resources:

[ALA Guidelines for Library Policies](#), Revised June 2019

Stephen Henson of BE&K Engineering [Developing and Writing Library Policies and Procedures](#) - Not specific to libraries, but a good explanation of policy drafting. Includes useful resources.

### Webjunction Courses (Available to Michigan Library Directors, Staff and Trustees only):

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Dealing with Difficult Situations -

<https://www.webjunction.org/news/webjunction/dealing-with-difficult-situations.html>

De-escalation techniques - <https://learn.webjunction.org/enrol/index.php?id=691>

Information on interacting with patrons with dementia -

<https://www.webjunction.org/events/webjunction/library-people-living-with-dementia.html>

Information on interacting with neurodiverse patrons -

<https://www.webjunction.org/news/webjunction/neurodiversity-libraries.html>

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Individuals with disabilities may contact the Michigan Department of Education ADA Coordinator to request an alternative format to these materials. Please visit [www.Michigan.gov/ADA](http://www.Michigan.gov/ADA) for a list of state ADA Coordinators.

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