

Petoskey District Library Board of Trustees

451 E Mitchell St – Carnegie Building

231.758.3100

Thursday, July 30, 2026, 5:00 p.m.

Call to order

Agenda

Public Comments:

Approval of Minutes: Regular Meeting: June 25, 2026

Approval of Bills: June 2026

Treasurer's Report on Financial Statements

Reports:

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

Board Members' Comments:

Unfinished Business:

New Business:

1. New Policy: Notary Services
2. Budget Discussion

Public Comments:

Carnegie Walk Through

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, June 25, 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, and Val Meyerson, Library Director. All Board members were present.

Agenda: Val requested adding an item under New Business concerning a new book return for the new Bear Creek Township building on Click Road. The agenda was approved by unanimous consent with the stated addition.

Public Comments: There were no public comments. Val took the opportunity to introduce Karen Smith, a new employee at the circ desk.

Approval of Minutes: The minutes of the May 28, 2026 regular meeting were approved by unanimous consent.

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

Treasurer's Report on Financial Statements: Trevor stated that the financial reports continue to look good.

Reports:

- Friends of the Library - Ligita Lapins represented the Friends board and reported that FOPPL had voted to provide the funding for the design planning by krM. She also reported that the June book giveaway was successful, a membership drive will start soon, and the summer book sale dates are July 23 - 25.
- Comments/questions from Township Representatives: Garrett Muir, representing Bear Creek Township was present but had no comment.
- Director's Report - Val had provided a written report. She elaborated briefly on recent and upcoming staff changes and answered questions about the plan

to contract out the quarterly newsletter and some of the tech support responsibilities and answered board member questions concerning effects on the budget. Val then gave a detailed presentation from a meeting earlier in the day with the krM architects, which she and Assistant Library Director Jodi Haven had attended. There were multiple possible plans described for each level of the library building. Board members asked questions and offered input. Staff and Friends will see this presentation in the near future.

Board Member Comments: none

Unfinished Business: none

New Business: The suggestion of providing a new drop box for the new Bear Creek Township building was discussed. Val estimated the cost at \$1800 to \$2000. A survey of township card holders had been conducted. Garrett stated that township business will still be conducted from the original offices. The Board decided to revisit this topic later in the year.

Public Comments: None

The meeting was adjourned at 6:15 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
112426	06/10/2026	Amazon Capital Services	Building Supplies	68.25
112426	06/10/2026	Amazon Capital Services	Books - Adult	138.35
112426	06/10/2026	Amazon Capital Services	Audio Visual - Adult	212.81
112426	06/10/2026	Amazon Capital Services	Makerspace - Equip & Supplies	9.77
112426	06/10/2026	Amazon Capital Services	Office/Library Supplies	35.87
112426	06/10/2026	Amazon Capital Services	Audio Visual - Young Adult	48.11
112426	06/10/2026	Amazon Capital Services	Programming - Young Adult	33.07
112426	06/10/2026	Amazon Capital Services	Programming - Young Adult	141.79
112426	06/10/2026	Amazon Capital Services	Books - Young Adult	39.56
112426	06/10/2026	Amazon Capital Services	Office/Library Supplies	13.44
112426	06/10/2026	Amazon Capital Services	Programming - Children	14.99
112428	06/10/2026	Armstrong, Janet Elaine	Contracted Services	600.00
112432	06/10/2026	Bassett, Susan Jane	Contracted Services	180.00
112435	06/10/2026	Centaris	Contracted Services	432.00
112613	06/24/2026	Center Point Large Print	Books - Adult	85.31
112351	06/03/2026	Cintas Corp #729	Building Supplies	31.62
112351	06/03/2026	Cintas Corp #729	Building Supplies	31.62
112351	06/03/2026	Cintas Corp #729	Building Supplies	20.24
112351	06/03/2026	Cintas Corp #729	Building Supplies	21.16
112353	06/03/2026	City Treas. for Utility Bills	Public Utilities	1,833.55
112353	06/03/2026	City Treas. for Utility Bills	Public Utilities	356.21
112436	06/10/2026	Collias-Glaser, Hellene Kay	Contracted Services	240.00
112355	06/03/2026	Cox, Stacy	Programming - Adult	37.04
112619	06/24/2026	Demco	Office/Library Supplies	135.14
112439	06/10/2026	Dennis Gartland & Niergarth	Professional Services	212.00
112620	06/24/2026	Dennis Gartland & Niergarth	Professional Services	42.40
112529	06/17/2026	Discount School Supply	Programming - Children	152.93
112621	06/24/2026	DTE Energy	Heating Fuel	125.48
112621	06/24/2026	DTE Energy	Heating Fuel	143.51
112441	06/10/2026	Ducastel, Barbara	Contracted Services	120.00
112359	06/03/2026	Edwards, Jessica	Contracted Services	300.00
112532	06/17/2026	Edwards, Jessica	Contracted Services	300.00
112532	06/17/2026	Edwards, Jessica	Miscellaneous	60.00
112361	06/03/2026	Elevate Technology Partners LLC	Contracted Services - Software	2,340.00
112446	06/10/2026	Fisher, Amy	Contracted Services	60.00
112544	06/17/2026	Friendship Centers of Emmet County	Community Outreach	200.00
112452	06/10/2026	Hansen, Carol Margaret	Contracted Services	90.00
112455	06/10/2026	Himebauch, Kelly L	Contracted Services	90.00
112457	06/10/2026	Ingram Library Services	Books - Adult	2,147.35
112457	06/10/2026	Ingram Library Services	Books-Children's	1,935.98
112457	06/10/2026	Ingram Library Services	Books - Young Adult	295.08
112635	06/24/2026	Integrity Business Solutions	Office/Library Supplies	39.16
112458	06/10/2026	Jakeway, Patricia	Contracted Services	240.00
112557	06/17/2026	Keating, Nicole L	Programming - Adult	174.00
112558	06/17/2026	Kessler, Nisa	Training & Travel	357.40
112640	06/24/2026	Kessler, Nisa	Training & Travel	382.80
112645	06/24/2026	Metropolitan Life Insurance Company	Fringe Benefits	350.54
112373	06/03/2026	Meyer Ace Hardware	Building Supplies	115.13
112373	06/03/2026	Meyer Ace Hardware	Building Supplies	1.12
112562	06/17/2026	Meyer Ace Hardware	Building Supplies	8.99
112562	06/17/2026	Meyer Ace Hardware	Building Supplies	48.56
112563	06/17/2026	Meyerson, Valerie	Programming - Young Adult	45.67

Check Number	Check Issue Date	Payee	Invoice GL Account Title	Amount
112648	06/24/2026	Michigan Library Association	Training & Travel	25.00
112422	06/04/2026	MICHIGAN MUNICIPAL LEAGUE WC FUND	Fringe Benefits	827.85
112422	06/04/2026	MICHIGAN MUNICIPAL LEAGUE WC FUND	Fringe Benefits	398.50
112650	06/24/2026	Midwest Collaborative	Memberships & Dues	125.00
112471	06/10/2026	Midwest Tape LLC	Electronic Materials	10,000.00
112651	06/24/2026	Midwest Tape LLC	Audio Visual - Adult	51.99
112651	06/24/2026	Midwest Tape LLC	Audio Visual - Adult	82.98
112565	06/17/2026	Mitchell Graphics Inc.	Printing/Advertising/Postage	4,428.22
112565	06/17/2026	Mitchell Graphics Inc.	Printing/Advertising/Postage	169.00
112565	06/17/2026	Mitchell Graphics Inc.	Printing/Advertising/Postage	105.00
112565	06/17/2026	Mitchell Graphics Inc.	Printing/Advertising/Postage	250.00
112566	06/17/2026	Moffett, Nathaniel Brooks	Building Repair & Maintenance	3,760.00
112473	06/10/2026	MOTION PICTURE LICENSING CORP.	Programming - Adult	356.42
112382	06/03/2026	Northern Gale Cleaning & Property Mgmt	Contracted Services	900.00
112568	06/17/2026	Northern Gale Cleaning & Property Mgmt	Contracted Services	1,200.00
112654	06/24/2026	OneAmerica	Fringe Benefits	82.24
112572	06/17/2026	Peninsula Fiber Network LLC	Communications	89.10
112659	06/24/2026	Priority Health	Fringe Benefits	7,838.66
112392	06/03/2026	Ray, Robin	Programming - Adult	356.68
112398	06/03/2026	Scholastic Inc.	Books-Children's	178.79
112576	06/17/2026	Scollin, Kate	Miscellaneous	53.98
112490	06/10/2026	Shred-It USA	Programming - Adult	1,083.00
112665	06/24/2026	Smith, Christine R.	Programming - Adult	198.00
112668	06/24/2026	Sturgeon River Pottery	Programming - Adult	539.10
112405	06/03/2026	Summit Fire Protection Corp.	Building Repair & Maintenance	205.00
112405	06/03/2026	Summit Fire Protection Corp.	Building Repair & Maintenance	834.00
112496	06/10/2026	T-Mobile	Communications	306.00
112587	06/17/2026	Trophy Case, The	Office/Library Supplies	9.00
112410	06/03/2026	Van's Business Machines	Equipment Repair & Maintenance	219.92
112677	06/24/2026	WATSON LABEL PRODUCTS	Office/Library Supplies	725.04
112502	06/10/2026	Yallup, Tracey	Contracted Services	90.00
112678	06/24/2026	Zonta Club of Petoskey	Memberships & Dues	300.00
Grand Totals:				50,926.47

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
271-000-202.000	.00	50,926.47-	50,926.47-
271-790-724.000	9,497.79	.00	9,497.79
271-790-751.000	957.65	.00	957.65
271-790-752.000	346.69	.00	346.69
271-790-760.000	2,371.01	.00	2,371.01
271-790-760.100	2,114.77	.00	2,114.77
271-790-760.200	334.64	.00	334.64
271-790-761.000	347.78	.00	347.78
271-790-761.200	48.11	.00	48.11
271-790-762.000	10,000.00	.00	10,000.00
271-790-801.000	254.40	.00	254.40
271-790-802.000	4,842.00	.00	4,842.00
271-790-802.100	2,340.00	.00	2,340.00
271-790-850.000	395.10	.00	395.10
271-790-880.000	200.00	.00	200.00
271-790-905.000	4,952.22	.00	4,952.22

GL Account	Debit	Credit	Proof
271-790-912.000	765.20	.00	765.20
271-790-915.000	425.00	.00	425.00
271-790-920.000	2,189.76	.00	2,189.76
271-790-924.000	268.99	.00	268.99
271-790-930.000	4,799.00	.00	4,799.00
271-790-931.000	219.92	.00	219.92
271-790-955.000	113.98	.00	113.98
271-790-958.000	167.92	.00	167.92
271-790-958.100	2,744.24	.00	2,744.24
271-790-958.200	220.53	.00	220.53
271-790-964.000	9.77	.00	9.77
Grand Totals:	50,926.47	50,926.47-	.00

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

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

Report Criteria:

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

Check.Created date = 06/01/2026-06/30/2026

Check Number	Check Issue Date	Name	GL Account	Amount
112415	06/03/2026	HC Brands	271790880000	211.17
112506	06/08/2026	50 Eggs Inc	271790885000	300.00
112595	06/17/2026	Clarkston Independence District Library	271790955000	28.99
Grand Totals:				540.16

CITY OF PETOSKEY
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 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	19.85	(2,482.38)	1,094,600.00	(1,097,082.38)	(.23)
271-081-405.000	PROPERTY TAX - BEAR CREEK	839.44	270,033.83	259,300.00	10,733.83	104.14
271-081-407.000	PROPERTY TAX - RESORT	.00	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	43.14	2,836.42	2,500.00	336.42	113.46
271-081-566.000	GRANTS	.00	39,747.00	23,000.00	16,747.00	172.81
271-081-573.000	REVENUE SHARING - LCSA	.00	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	197.35	646.27	6,500.00	(5,853.73)	9.94
271-081-687.000	PAID CARDS	410.00	2,395.00	3,500.00	(1,105.00)	68.43
271-081-692.000	COPIES	760.43	5,015.23	6,000.00	(984.77)	83.59
271-081-694.000	BOOK SALE	1,463.23	6,719.80	13,000.00	(6,280.20)	51.69
271-081-695.000	CONTRACTED WAGES	.00	8,305.80	14,000.00	(5,694.20)	59.33
271-081-696.000	MERCHANDISE SALES	220.00	858.00	1,500.00	(642.00)	57.20
TOTAL OPERATING REVENUE		3,953.44	784,113.05	1,956,200.00	(1,172,086.95)	40.08
<u>NON-OPERATING REVENUE</u>						
271-082-664.000	INTEREST INCOME	740.95	4,419.54	13,000.00	(8,580.46)	34.00
271-082-682.000	OTHER	220.41	8,458.89	4,000.00	4,458.89	211.47
271-082-684.000	BUILDING RENT	200.00	6,065.83	8,000.00	(1,934.17)	75.82
271-082-696.000	DONATIONS	14,384.95	23,434.23	10,000.00	13,434.23	234.34
TOTAL NON-OPERATING REVENUE		15,546.31	42,378.49	35,000.00	7,378.49	121.08
TOTAL FUND REVENUE		19,499.75	826,491.54	1,991,200.00	(1,164,708.46)	41.51

CITY OF PETOSKEY
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 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	40,077.40	255,575.89	532,300.00	276,724.11	48.01
271-790-704.000	SALARIES & WAGES - PART-TIME	20,494.05	121,138.60	276,100.00	154,961.40	43.87
271-790-724.000	FRINGE BENEFITS	26,449.46	129,229.23	269,300.00	140,070.77	47.99
271-790-727.000	OPERATING EQUIPMENT & TECH	.00	62.05	.00	(62.05)	.00
271-790-751.000	OFFICE/LIBRARY SUPPLIES	957.65	5,710.60	11,500.00	5,789.40	49.66
271-790-752.000	BUILDING SUPPLIES	346.69	2,892.67	8,500.00	5,607.33	34.03
271-790-760.000	BOOKS - ADULT	2,371.01	16,503.36	40,000.00	23,496.64	41.26
271-790-760.100	BOOKS-CHILDREN'S	2,114.77	9,642.22	24,000.00	14,357.78	40.18
271-790-760.200	BOOKS - YOUNG ADULT	334.64	2,285.07	5,000.00	2,714.93	45.70
271-790-760.400	PERIODICALS	.00	158.99	9,000.00	8,841.01	1.77
271-790-761.000	AUDIO VISUAL - ADULT	594.75	2,460.45	8,300.00	5,839.55	29.64
271-790-761.100	AUDIO VISUAL - CHILDREN	.00	765.75	1,500.00	734.25	51.05
271-790-761.200	AUDIO VISUAL - YOUNG ADULT	48.11	192.29	1,000.00	807.71	19.23
271-790-762.000	ELECTRONIC MATERIALS	10,000.00	41,019.63	61,000.00	19,980.37	67.25
271-790-762.100	DATA BASES	.00	1,641.45	4,500.00	2,858.55	36.48
271-790-801.000	PROFESSIONAL SERVICES	254.40	2,247.25	5,000.00	2,752.75	44.95
271-790-802.000	CONTRACTED SERVICES	4,842.00	47,320.62	95,100.00	47,779.38	49.76
271-790-802.100	CONTRACTED SERVICES - SOFTWARE	2,444.94	5,922.63	39,400.00	33,477.37	15.03
271-790-850.000	COMMUNICATIONS	395.10	2,684.15	8,300.00	5,615.85	32.34
271-790-880.000	COMMUNITY OUTREACH	411.17	606.15	2,500.00	1,893.85	24.25
271-790-885.000	DONATION EXPENSE	300.00	300.00	3,000.00	2,700.00	10.00
271-790-887.000	BANK CHARGES	84.23	485.39	800.00	314.61	60.67
271-790-905.000	PRINTING/ADVERTISING/POSTAGE	5,359.21	20,909.80	46,100.00	25,190.20	45.36
271-790-912.000	TRAINING & TRAVEL	765.20	5,550.87	13,200.00	7,649.13	42.05
271-790-915.000	MEMBERSHIPS & DUES	425.00	1,197.00	1,500.00	303.00	79.80
271-790-920.000	PUBLIC UTILITIES	2,189.76	12,853.34	33,000.00	20,146.66	38.95
271-790-924.000	HEATING FUEL	268.99	11,273.33	16,500.00	5,226.67	68.32
271-790-930.000	BUILDING REPAIR & MAINTENANCE	4,799.00	41,992.64	59,500.00	17,507.36	70.58
271-790-931.000	EQUIPMENT REPAIR & MAINTENANCE	219.92	1,098.75	4,200.00	3,101.25	26.16
271-790-937.000	INSURANCE & BONDS	(276.33)	11,856.73	12,500.00	643.27	94.85
271-790-955.000	MISCELLANEOUS	142.97	2,653.91	5,700.00	3,046.09	46.56
271-790-958.000	PROGRAMMING - CHILDREN	340.76	4,853.53	9,500.00	4,646.47	51.09
271-790-958.100	PROGRAMMING - ADULT	2,744.24	7,730.80	17,000.00	9,269.20	45.48
271-790-958.200	PROGRAMMING - YOUNG ADULT	402.98	2,638.61	3,000.00	361.39	87.95
271-790-964.000	MAKERSPACE - EQUIP & SUPPLIES	9.77	1,455.70	3,500.00	2,044.30	41.59
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	.00	43,500.00	43,500.00	.00
271-790-995.000	ADMINISTRATIVE FEES	.00	7,400.00	7,400.00	.00	100.00
	TOTAL LIBRARY	129,911.84	782,309.45	1,692,700.00	910,390.55	46.22

CITY OF PETOSKEY
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING JUNE 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	129,911.84	786,893.93	1,947,200.00	1,160,306.07	40.41
	NET REVENUES OVER EXPENDITURES	(110,412.09)	39,597.61	44,000.00	(4,402.39)	89.99

CITY OF PETOSKEY

BALANCE SHEET
JUNE 30, 2026

FUND 271 - LIBRARY FUND

ASSETS

271-000-001.000	CASH	(	28,646.78)	
271-000-001.700	CASH - FIFTH THIRD LIBRARY		583,746.63	
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				557,781.39

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		39,597.61	
TOTAL FUND EQUITY				535,982.29
TOTAL LIABILITIES AND EQUITY				557,781.39

Petoskey District Library

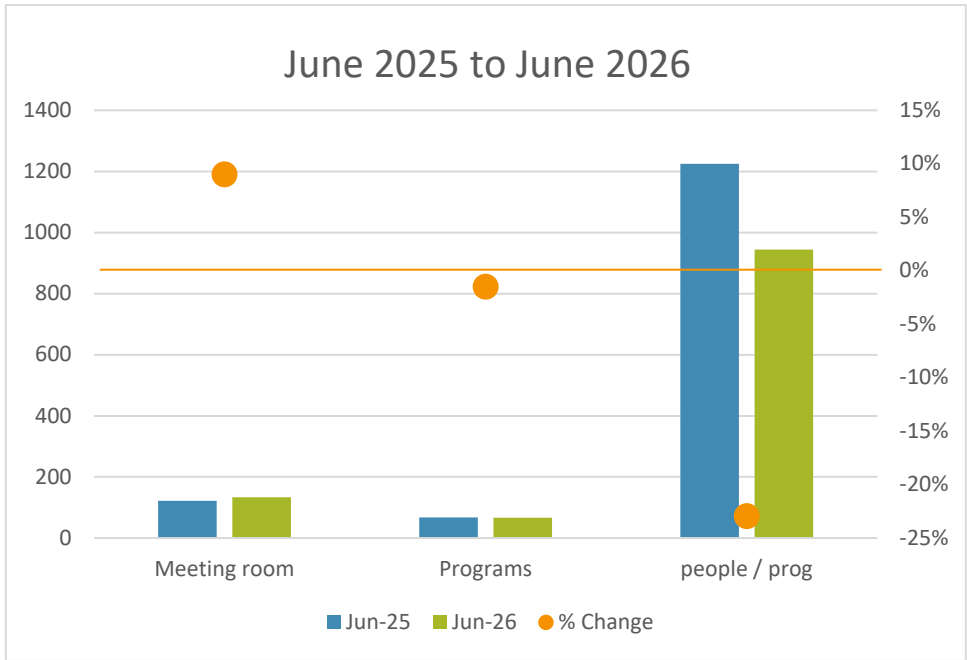
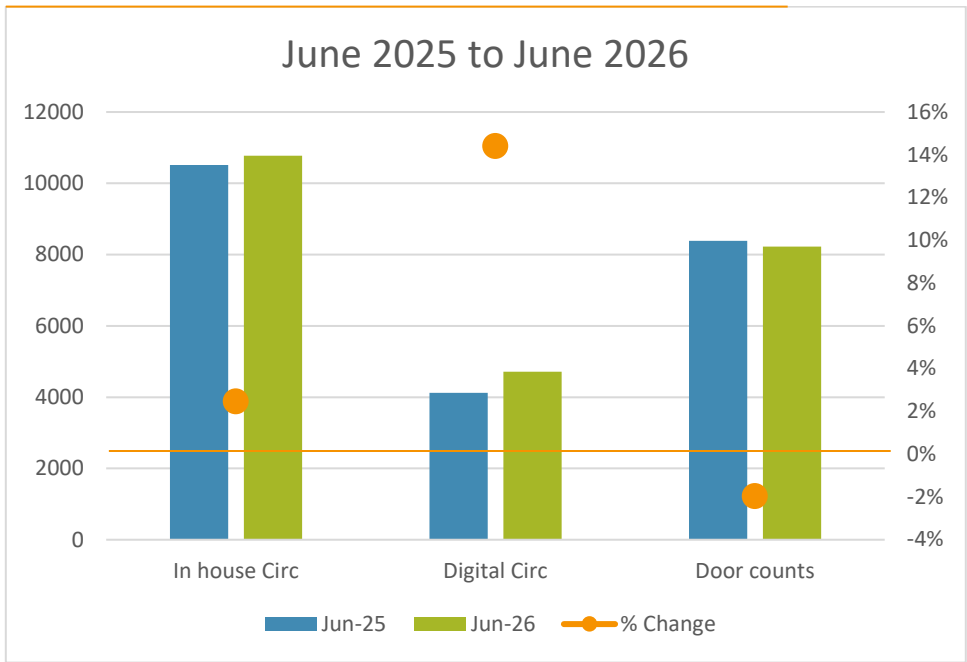
Director's Report: June 2026

Val's Update:

- July 3/4 festivities were a big success. We participated in the Block Party with yard games and a spinner full of questions from the citizenship test. Correct answers won a mini constitution. Then we had a Freedom to Read float in the parade.
- New staffing: We have been really busy hiring. Our third employee (Michael in May and Karen in July) Michael McConnell started this week as the new adult services assistant. He will be working 28 hours at the adult services desk. This is a new position created as part of the plan of the Tech Manager transition to Adult Services Dept. Please see the two new job descriptions. These two positions, and contracting additional services with TLN is how we will be replacing Mary Sue's position.
- We completed the interviews for the Marketing/Programming position. I should have more information for you at the meeting. During the transition period, Jodi has really stepped up to the plate to help fill some of the holes. Information for the fall newsletter has been sent to the new contractor to create, to arrive in mailboxes the end of August.
- Exhibit Update: the rack cards and banner are complete. We will begin advertising for the exhibit very soon. Opening reception will be held on August 27, 5:30pm.
- PAC2 Update: PAC2 is working with an attorney to transition the organization to fall under the auspices of the Coop. The plan is to not have much change in our activity, but the system administrator will be a contracted through the coop instead of the Petoskey District Library. PAC2 needs to update their legal documentation.
- Carnegie Window project is complete. Blackberry came in and worked hard to get the job done in a timely manner. Blinds are reinstalled. We are back to scheduling normally.
- I've attached the notes from Nisa about the Teen Intern cohort and the New Supervisors cohort.
- Vacation Update: Mary Sue and I will be on vacation August 5 – 19. Jodi is lead while gone and Mary B is ready to take on her tech role! Packets will go out late. I plan on sending you a packet on the 19th, for our meeting on the 20th.

Facility

Michael has a process to change out the LED lightbulbs and is slowly working to get them all done. He will bring in an electrician to update the emergency 24/7 lighting in the building. This will be a big savings for us, not having to hire an electrician.



Next Chapter Library Intern Program Kickoff

Clinton-Macomb Public Library

June 16 and 17, 2026

On June 16th and 17th, 2026, I (Nisa Kessler) traveled from Petoskey to the Clinton-Macomb Public Library with our teen library intern, Kiley Bromley. For two days we learned about and built relationships with the other interns and mentors from the other participating libraries.

When we arrived on Tuesday, June 16th, we were fed dinner and led in several ice-breaker activities. These helped us to learn fun facts about everyone else and helped to put everyone at ease. After the dinner and ice-breakers, we went to a game center called Activate, where we spent an hour and a half playing a variety of games with ever-changing teams of 2-5 players. It was a fun way to get to know all of the interns and mentors.

On Wednesday, June 17th, we had several presenters. First was Larry Neal, who welcomed us and gave us his own history and how he came to work in libraries. He also shared the history of the intern program and how they decided to go state wide with what they had been doing for several years.

Kristin Fontichiaro from the University of Michigan then gave a presentation about library ethics and values, plus laws governing patron privacy and patron rights. Her UM colleague, Cliff Lampe, then discussed the problems of misinformation in the age of AI. Both were very informative and helpful, for mentors and interns alike.

There was a panel discussing current issues in libraries. This panel included Larry Neal, Kristin Fontichiaro, Cliff Lampe, and Kathy Lester. There was a lot of discussion of literacy issues, the future of library technology (especially AI), and censorship in libraries. It was a great panel!

After lunch, Bonnie Zoia gave us all the "True Colors Personality Assessment". Many of the teens had never taken such an assessment and really enjoyed the process. During this process, Kiley and I both learned we are both "blue" personalities, meaning we are very concerned with helping others and taking care of them.

The last part of the day was spent brainstorming project ideas. Kiley has some very good thoughts on what projects she would be interested in working on. She specifically is leaning toward a project that centers our young patrons. I look forward to seeing what she ultimately decides to do for her project!

In Person Training for New Supervisors Cohort

Library of Michigan, Lansing, MI

Nisa Kessler

June 4, 2026

We began our training with introductions, and then dove into a communication style assessment. The four types of communicator are socializer, thinker, relater, and director. My scores indicate that I am a socializer, with relater a close second. Between the two types, it means I am outgoing, enthusiastic, and collaborative. It was highlighted that all communication styles have positive aspects and negative aspects and that we should try to incorporate whatever communication style is best for a given situation.

We then took another assessment on our conflict style. The five conflict resolution styles were Shark, Fox, Owl, Teddy Bear, and Turtle. My score indicated that I am an owl. The owl is a “collaborating” conflict resolution style. I value both my goals and my relationships and will seek a resolution that achieves both my goals and the other person’s goals. Owls view conflicts as problems that can be solved with collaboration. It was emphasized that no single style was “right” and there are situations that call for different styles, so we should work to be more comfortable with those other styles.

We did a lot of role-playing various scenarios. We specifically worked on difficult conversations with our direct reports. Our facilitator, Andrew Sanderbeck, had a variety of scenarios to keep us all on our toes. He was able to share a lot of his own experiences with these discussions and I found him to be incredibly helpful. He also taught us about the GROW Coaching Model, which we then role-played with the other cohort members.

We had a long discussion and learning session about “Discipline without Punishment”, which was very informative and we will continue to learn even more about this when they send us the book about the topic. The process was born out of a situation that arose at a Frito-Lay factory in the late 1970s. Somebody was writing offensive/inappropriate words/messages on chips before they were bagged and sealed. It turned out there was a very punitive culture at the specific factory where the problem arose. A new, not punitive, process was designed to change the behaviors and it was really successful at turning the culture around. I look forward to receiving the book and learning even more about this process.

The most helpful part of the training was the role-playing. It was great to practice these difficult conversations in a safe way with others who were also learning, and to receive on the spot coaching from Andrew. I really appreciate the opportunity to learn about my role supervising teen services and helping my direct report accomplish their goals.

Petoskey District Library

Job Description

June 2026

Adult Services and Technology Librarian

Supervised By: Library Director
Supervises: Adult Department staff & shelvees
FLSA: Exempt
Salary Range : \$53,400 - \$80,000

We are passionate about building and sustaining an inclusive and equitable environment for all staff and patrons. We believe every team member enriches our overall strength by exposing us to a broad range of ways to understand and serve our community.

General Summary

The Adult Services & Technology Librarian serves as a vital member of the library's management team to produce the highest quality of service to the public. This role oversees and manages the operations, collections, and personnel of the Adult Area (including reference, computers, and the Local History Room) while simultaneously coordinating the development, implementation, operation, maintenance, and training of the library's technology infrastructure.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform.

1. Departmental Leadership & General Supervision

- **Personnel Management:** Supervise, schedule, and support Adult Department staff and Shelvees.
- **Operations & Reporting:** Perform building-wide supervisory duties on a rotating schedule, including opening and closing routines. Keep the Library Director informed of activities via monthly management meetings and ongoing communication.
- **Strategic Planning & Budgeting:** Work collaboratively with the Library Director and management team to set organizational goals, establish strategic priorities, and develop the library's comprehensive technology plan. Manage the annual budget allocations for both the Adult and Technology departments.
- **Policy & Culture:** Maintain a deep familiarity with library policies, procedures, and routines, ensuring staff adherence. Commit to ongoing continuing education related to diversity, equity, and inclusion.

2. Technology & Systems Administration

- **Network Infrastructure:** Work with contractors for the public and private networks to oversee all aspects of the library's network—including installation, configuration, upgrades, and troubleshooting.
- **Hardware & Software Maintenance:** Maintain, troubleshoot, and update computer workstations, core library equipment, software, and network security applications (including firewalls and internet filtering).
- **Innovation & Compliance:** Lead the discovery of customer and staff technology needs. Research, recommend, and deploy emerging technologies to modernize library services. Monitor and manage all E-rate documentation and compliance, along with a consultant.

3. Adult Services & Collection Management

- **Collection Development:** Manage all aspects of collection development for the Adult Department, including the selection, ordering, and weeding of materials across all formats.
- **Programming Collaboration:** Partner with the programming librarian to design, promote, and execute engaging educational and cultural programs for adults.

4. Public Service & Patron Support

- **Reference & Tech Support:** Provide excellent public service at designated desks. Assist patrons with reference questions, readers' advisory, and navigation of library resources.
- **Instruction:** Provide direct digital literacy and technology training to both staff and members of the public.
- **Notary:** perform notary duties as needed (training and certification provided)

Required Knowledge, Skills, Abilities & Qualifications

The requirements listed below are representative of the knowledge, skills, and abilities necessary to perform the essential functions of this position.

- **Education & Experience:**
 - Accredited Master's degree in Library or Information Science (MLIS/MLS) is required.
 - At least three (3) years of prior public library experience, with a proven track record in system/network maintenance or public services.
 - Direct supervisory experience is highly preferred.
 - Knowledge of the local Petoskey area is preferred.
- **Technical Skills:**
 - Ability to independently troubleshoot, maintain, and support library hardware, public workstations, peripherals, and related technology systems to ensure uninterrupted service for patrons and staff.
 - Practical knowledge of web development technologies, social networking applications, and standard office productivity software
- **Core Abilities:**

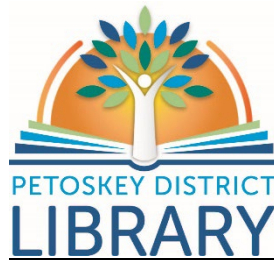
- Strong project management skills with the ability to handle multiple tasks and cross-departmental responsibilities.
- Ability to translate complex technical concepts into clear instructions for staff and the general public.
- Strong analytical skills to troubleshoot technical and operational problems, compile statistical data, and make sound, independent decisions.
- Excellent interpersonal and communication skills (oral and written) to build effective working relationships with staff, stakeholders, and a diverse public.
- **Scheduling:** Flexibility to work a varied schedule, including required evening and weekend rotations.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands:** While performing the duties of this job, the employee is regularly required to talk, hear, and see. Requires the physical ability and mobility to stand, walk, bend, stoop, reach with hands and arms, sit, twist, and safely lift or move equipment and materials weighing up to 40 lbs. Specific vision abilities required include close vision, color vision, and the ability to adjust focus.
- **Work Environment:** Works regularly in a dynamic public library setting. The noise level in the work environment is usually quiet to moderate.

The above is intended to describe the major responsibilities and requirements for this position. It is not to be construed as an exhaustive statement of all duties, responsibilities, or requirements.



Job Description
May 2026

Library Assistant – Adult Services

Supervised By: Department Supervisor
Supervises: N/A
FLSA: Non Exempt
Salary Range : \$16.50 – 24.75/hr

We are passionate about building and sustaining an inclusive and equitable environment for all staff and patrons. We believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and serve our community.

General Summary:

Library Assistant will be employed under the direct supervision of the Adult Services Librarian. This is a regular part-time position and will assist patrons in the adult department as well as coordinate some adult programs, in conjunction with other staff.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Help with the opening and closing of department area and library
2. Assist patrons in navigating the library: finding books, information, events, etc....
3. Assist patrons at the departmental service desk, including questions about technology
4. Develop and implement library programs geared for adults, at least 1 per quarter.
5. Be familiar with Petoskey District Library policies, procedures and routines
6. Collection maintenance including, but not limited to: cataloging, processing, mending, weeding, inventory
7. Straighten and clean department, and other monthly tasks, as needed
8. Continuing education related to diversity, equity, and inclusion
9. Perform related work as required

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

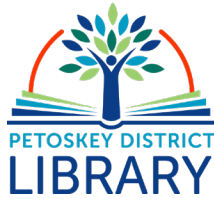
- High school diploma or equivalent is required; Bachelor's degree preferred.
- Computer skills, a working knowledge of Microsoft Office, library skills, knowledge of emerging technologies are preferred
- Exceptional interpersonal skills with a dedicated focus on providing a warm, welcoming, and empathetic experience for all patrons.
- Comfortable with troubleshooting technology questions with patrons
- Ability to change work priorities as needed
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with the public and other employees
- Ability to work independently and with attention to detail
- Ability to work a flexible schedule, including nights and weekends
- Ability to match library collections with patron needs

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to reach with hands and arms, and use hands to finger, handle, or feel. The employee must frequently lift and/or move light-weight objects. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus. While performing the duties of this job, the employee regularly works in a library setting. The noise level in the work environment is usually quiet to moderate.

The above is intended to describe the major responsibilities and requirements for this position. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements.



Notary Services

Approved: July 30, 2026

Supporting the mission of providing excellent services and connecting to our community, the Petoskey District Library is pleased to provide notary services to the public. These services vary daily based upon the availability of staff. Persons seeking notary services should contact the library at 231.758.3100 prior to visiting to ensure a notary is available. The notary's role is limited to authenticating the signature presented. Patrons should be aware that notarizing a document does not constitute a legal review of the document's content.

The following guidelines must be adhered to:

1. Petoskey District Library notaries only have stamps, no embossers.
2. Notary services are available up to 30 minutes prior to closing.
3. A valid, unexpired, government issued identification with photo and signature is required of all persons seeking notary service.
4. Document(s) must be completely filled out prior to the notary appointment, but be signed in front of the notary. Notaries will not sign documents unless they are certain that the customer is who they purport to be.
5. If document(s) to be notarized require the signature of a witness, persons seeking notary services must provide their own witnesses. Witnesses should be someone who knows the person signing; the library staff will not provide/recruit witnesses, nor shall the signer recruit witnesses from within the library.
6. Information to be notarized must appear on the document and be in English. Notaries will not notarize blank pages, pages not related to the body of the document, or pages in another language.
7. A maximum of three documents per day per patron will be notarized.
8. Staff has the right to refuse any and all notary requests. Reasons for refusal may include but are not limited to doubting the validity of the document, staff discomfort with the type of document being presented for notarization, or staff discomfort with the person requesting notary service.
9. Notaries will notarize up to three documents per Petoskey Library card holder per day at no charge. Non-Petoskey District Library cardholders will be charged five dollars per document, with a maximum of three documents per day.

The Petoskey District Library will not provide notary services electronically or digitally nor will notary services be provided off-site. Further, notary staff will not notarize the following or provide the following services:

1. Real Estate Transactions: Mortgages, Deeds, Closing Documents, etc.
2. Employment Eligibility Verification Forms
3. Michigan Vital Records: Birth, Death, Marriage, Divorce (these are done by State and County Officials)
4. Provide a medallion signature guarantee stamp
5. Provide an Apostille (this is issued by your Secretary of State's Office or Notary Commissioning Agency)

Petoskey District Library: 2026 Budget DRAFT

Account Number	Account Description	2025 Year End	2026 Budget Request	YTD: June 30, 2026	Projected 2026		Comments - 2026
<u>OPERATING REVENUES</u>							
271-081-402.000	STATE AID	18,904	18,500	9,328	18,500		\$.533986 per capita (17,400 legal) direct & indirect
271-081-403.000	PROPERTY TAX for Operations & Debt:	1,055,230	1,077,200	(2,482)	1,077,200		Per Audrey
271-081-405.000	PROPERTY TAX - Bear Creek	253,134	259,300	270,034	270,034		TV: 675,823,859 - TV up 8%, budget 2.5% increase
271-081-407.000	PROPERTY TAX - Resort	200,806	205,800	210,756	210,756		TV: 537,178,171 - TV up 7%, budget 2.5% increase
271-081-409.000	PROPERTY TAX - Little Trav.	165,654	169,400	162,721	162,721		TV: 439,834,630 - TV up 6%, budget 2.5% increase
271-081-411.000	PROPERTY TAX - Springvale	57,291	60,900	62,875	62,875		TV: 161,421,847 - TV up 8%, budget 2.5% increase
271-081-432.000	PROPERTY TAX - PILOT PENALTIES &	7,807	7,600	3,110	7,600		per Audrey
271-081-445.000	INTEREST	4,136	2,500	2,836	2,900		
271-081-566.000	GRANTS REVENUE SHARING-	56,653	23,000	39,747	39,747		NLC 8500; COA: 13000; LM Cont Ed grant 1500
271-081-573	LCSA			1,247	1,247		
271-081-657.000	PENAL FINES	86,331	70,000	-	70,000		
271-081-658.000	REIMBURSEMENTS	4,031	6,500	646	1,500		For lost books; FOPPL Newsletter 2600; NLC ILL / postage 2000; NLC SRP 500
271-081-687.000	PAID CARDS	4,040	3,500	2,395	4,500		non-residents who do not qualify for a reciprocal card.
271-081-692.000	COPIES / OTHER FEES	8,069	6,000	5,015	9,000		
271-081-694.000	BOOKSALE	13,945	13,000	6,720	13,000		
271-081-695.000	CONTRACTED WAGES	16,896	14,000	8,306	15,000		This comes from PAC2. (Mary Sue is System Administrator)
271.081.696	MERCHANDISE SALES	2,234	1,500	858	1,500		New line item.
<u>NON-OPERATIONAL REVENUES</u>							
	other state grants &	9,271					
271-082-664.000	INTEREST INCOME	14,181	13,000	4,420	8,700		per Audrey
271-082-682.000	OTHER	4,786	4,000	8,459	8,500		
271-082-684.000	BUILDING RENTAL	9,313	8,000	6,066	10,000		Meeting Room Use & MOU w/ CTAC
271-082-696.000	DONATIONS	37,042	10,000	23,434	25,000		PSP ?
	TOTAL REVENUES:	2,029,754	1,973,700	826,491	2,020,280		

Petoskey District Library: 2026 Budget DRAFT

Account Number	Account Description	2025 Year End	2026 Budget Request	YTD: June 30, 2026	Projected 2026		Comments - 2026
OPERATING EXPENDITURES							Projected wage increase over last year:
271-790-702.000	SALARIES & WAGES: Full Time	497,967	533,481	255,576	515,000		6.1%
271-790-704.000	SALARIES & WAGES: Part Time	232,503	276,171	121,139	260,000		Personnel is 62% of Operating Exp (Nat Avg = 67%)
271-790-724.000	FRINGE BENEFITS	257,158	266,535	129,229	265,000		Includes health/FICA/retirement/HSA & PLD payout
271-790-726.000	OPERATING SUPPLIES TECH	15,670	19,500	62	19,500		
271-790-751.000	OFFICE/LIBRARY SUPPLIES	8,500	11,500	5,711	11,500		plus 1500 for chair cushions / SP / plus additional for signage.
271-790-752.000	BUILDING SUPPLIES	10,365	8,500	2,893	10,000		Added for lightbulbs
271-790-760.000	BOOKS - ADULT	39,452	40,000	16,503	40,000		Materials Exp 2020: 114,211 Materials Exp 2021: 109,050
271-790-760.1.000	BOOKS - CHILDRENS	26,660	24,000	9,642	24,000		Materials Exp 2022: 115,491 Materials Exp 2023: 119,337
271-790-760.2.000	BOOKS - YOUNG ADULT	5,570	5,000	2,285	5,000		Materials Exp 2024: 120,900 Materials Budget 2025: 154,300
271-790-760.400	PERIODICALS	8,063	9,000	159	9,000		All print serials, magazines & newspapers
271-790-761.000	AUDIO VISUAL - ADULT	7,052	8,300	2,460	8,300		DVD, CD Audio Books, CD Music, Games, Roku
271-790-761.100	AUDIO VISUAL - CHILDRENS	1,300	1,500	766	1,500		adding new Switch II games
271-790-761.200	AUDIO VISUAL - YOUNG ADULT	515	1,000	192	1,000		adding Library of Things
271-790-762.000	ELECTRONIC MATERIALS	48,069	61,000	41,020	61,000		OverDrive: 8000; Hoopla: 21000; Kanopy: 5000; OVD Advantage: 26000 (CHL/Teen: 3000)
271-790-762.1	DATABASES	4,900	4,500	1,641	1,700		Value Line 2795; Mango 1700
271-790-801.000	PROFESSIONAL SERVICES	2,020	5,000	2,247	5,000		Accountant; Lawyer (review DL agreement)
271-790-802.000	CONTRACTED SERVICES	153,627	91,200	47,321	110,000		NLC 9300; snowplow 4000; cleaning 39000; recycling 900; Unique 500; Fire Alarm 2500; eRate 600; GRT 25000; parking lot 2500; OCLC 600; garbage 1800; Otis 4500; Play Group 3900
271-790-802.100	CONTRACTED SERVICES: Software	103	39,360	5,923	39,360		see Tech work sheet- previous years, this was included in general contracted services.
271-790-850.000	COMMUNICATIONS	7,234	8,280	2,684	7,000		POTS Lines 210 / Internet 90 / 13 hotspots 390

Petoskey District Library: 2026 Budget DRAFT

Account Number	Account Description	2025 Year End	2026 Budget Request	YTD: June 30, 2026	Projected 2026		Comments - 2026
271-790-880.000	COMMUNITY OUTREACH	2,624	2,530	606	2,500		Community Events: 1500; Rotary 300; Kiwanis 300; Zonta 430
271-790-885.000	Donations Expense	1	3,000	300	6,500		Give away items that we receive donated funds for: including tshirts, books, prizes; Exhibit
271-790-887.000	Bank Charges	889	800	485	1,000		
271-790-905.000	PRINTING/ADVERTISING/ POSTAGE	41,742	46,100	20,910	46,000		Newsletter 18800; eddm postage 11600; MailChimp 1600; Postage 3200; Advertisements 2800; Misc Printing 2000; SRP 500; Phone Guide 300; Downtown Sound 300; LogoWear 1000; SP signage 4000
271-790-912.000	TRAINING/TRAVEL	8,286	13,200	5,551	11,000		MLA Annual (2) 3500; In Service 1000; Spg Inst (IMG) 800; MLA 1000; misc 1100; ALA NK: 2500; Hist Conf MG: 800; PLA JH 2500 (apply for LM cont ed stipend)
271-790-915.000	MEMBERSHIP & DUES	1,537	1,500	1,197	1,500		5 Ind MLA 420; ALA 250; MCLS 125; TLN 65; Hist. Soc 100; Chamber 315; HS Chamber 175
271-790-920.000	PUBLIC UTILITIES	35,427	33,000	12,853	30,000		
271-790-924.000	HEATING FUEL	16,330	16,500	11,273	19,000		
271-790-930.000	BUILDING REPAIR & MAINTENANCE	67,644	59,500	41,993	70,000		see Maintenance worksheet
271-790-931.000	EQUIPMENT REPAIR & MAINTENANCE	6,591	4,200	1,099	4,000		see Tech work sheet (moved some items to new acct #)
271-790-937.000	INSURANCE & BONDS	12,097	12,500	11,857	12,000		
271-790-955.000	MISCELLANEOUS	2,023	5,700	2,654	5,700		payments to libraries for missing items; Wellness: 1700; SWAG 1050
271-790-958.000	PROGRAMMING - CHILDRENS	9,037	9,500	4,854	9,500		cost of programming going up - increase SRP kickoff
271-790-958.100	PROGRAMMING - ADULT	11,016	17,000	7,731	12,000		Exhibit: 5000
271-790-958.200	PROGRAMMING - YOUNG ADULT	4,031	3,000	2,639	3,500		cost of programming going up
271-790-964	MAKERSPACE: equipment/supplies	2,609	3,500	1,456	3,500		supplies; Library of Things 2000
271-790-970.000	CAPITAL OUTLAY	168,890	5,500		15,000		3000 for children's indoor playscape; 2500 sconce in LL stair; adult tables
271-790-985.000	EQUIPMENT		5,000		5,000		
271-790-986.000	TECH - EQUIPMENT & SOFTWARE		24,000		24,000		see Tech work sheet
271-790-995.000	ADMINISTRATIVE FEES	7,200	7,400	7,400	7,400		

Petoskey District Library: 2026 Budget DRAFT

Account Number	Account Description	2025 Year End	2026 Budget Request	YTD: June 30, 2026	Projected 2026		Comments - 2026
	Total Operating Expenditures:	1,724,700	1,687,257	782,311	1,682,960		
	BOND EXPENDITURES						
271-792-991.000	PRINCIPAL PAYMENT	260,000	245,000	-	245,000		
271-792-992.000	INTEREST PAYMENT	14,294	9,200	4,584	9,200		
271-792-993.000	PAYING AGENT FEES	250	300		250		
	Total Debt Expenditures:	274,544	254,500	4,584	254,450		
	TOTAL EXPENDITURES:	1,999,244	1,941,757	786,895	1,937,410		
	Excess Of Revenues Over Expenditures	30,509	31,943	58,590	82,870		Go to Fund Balance
	General Fund Balance	186,076	223,384	244,666	268,946		
	Building Reserve Fund Balance	273,000	273,000	273,000	273,000		

Strategic Plan Action Items							
Goal Number	Description	Priority (1-3)	Time Frame	Who Responsible?	Guestimate on cost	Completion Date	Comments
2-3	Magnetic logo labels for cars when we go do outreach	1		Jodi	150	6/1/2025	
2-3	Magnetic “stickers” for cars for our patrons	1	2025	Jodi	500	7/1/2025	
2-3	PDL logos on outdoor bookdrops	1		Jodi	250	6/1/2025	
3-2	Review current salary structure; be a leader in the community	1	2025-2026	Jodi/Val/Mary Sue	0	7/1/2025	
4-2	Increase budget to accommodate the purchase of additional titles to reduce wait times	1	2026	Mary B	10000	7/18/2025	In process - we have seen a slight decline in holds wait times
1-1	Technology to all the meeting rooms – smart board	1	2026	Mary Sue	\$22,000		1/2 Budgeted for 2026
4-2	Run report to look at current wait time averages for in-house and digital	1	2025 - 05	Mary Sue	0	6/4/2025	
3-3	Succession Plan for Technology Manager	1	2026	MSP / Val	0	7/1/2026	Complete
2-3	Create Bibliocommons list and send link out with emails	1	2026		0	on going	This will be done with new person
2-3	Review current enews – make it more readable	1	2026		0		This will be done with new person
2-3	Service: discuss and implement new avenues of getting our information about services out to public	1	2026		0		This will be done with new person
2-3	Instructional videos (short)	1	2026		0		This will be done with new person
2-3	Texting ability for news alerts	1	2027		3000		This will be done with new person
1-1	Lighting – at staircase	1	2026		2500	In process	Budgeted for 2026
2-1	Review building hours: patron usage mapping , flexible scheduling	1	2025	Val	0	6/1/2025	
3-1	Creativity in job description	1	2026	Val	0		Part of the annual review cycle with staff
1-1	Examine meeting room policy – usage	1	2025	Val/Jodi	0	on going	
1-2	Signage – info desk, stair case – hanging plaque – do a signage audit	1	2026	Val/Jodi	4000	In process	Budgeted for 2026: Vinyl letters - 1000; hanging sign 500; update hours plaques 100 (more to replace); WiFi sign 250;
1-1	Elevator upgrades	1	2027	Michael/Val	100000		Added after found timeframe needed to be by 2027
1-1	New patron holds shelf / book cart corral	1.1	2025 - spring	Jodi	\$18,000	10/1/2025	
2-1	Civil Discourse events	1.1	2026	Mary	500		Discussion has begun w/ Mary B
4-1	Create a plan for service of the month	1.1	2025	Stacy/Jodi/Mary Sue	0	Fall 2025	On going
2-2	Concentrate on popular, current events	1.1	2025	Stacy/Megan			on-going
1-1	Office review/repair - water damage issue	1.1	2025	Michael	26,000	7/1/2026	complete!
1-1	Carnegie lower level - update air control	1.1	2025	Val	5000	6/1/2025	Need to review w/ MP
2-1	Sponsored outreach vehicle – book bike, bookmobile, book wagon: research transit van options in 2026	1.2	2026	Jodi/Mary			Begin research: 2026 - what do we need?
1-2	Expand seating outside	1.2		Reg			research needs: 2026
2-1	Expand BiblioBag beyond homebound (lockers at township halls?)	2	2027	Jodi	26,000 + 2750 annual (per		research needs: 2026

Goal Number	Description	Priority (1-3)	Time Frame	Who Responsible?	Guestimate on cost	Completion Date	Comments
4-4	continue providing updated technology and training for staff and patrons	2		Jodi			ongoing
4-3	Complete inventory of collection	2	2026	Mary	0	7/1/2026	Adult complete
4-3	Review ILL titles and look for patterns and purchase items to fill noticeable holes	2	2026	Mary B			
2-3	Sign in window by book drop	2		Megan	400		
2-3	TV/screen outdoors-for opti sign – or other parts of the building	2	2026	Megan/Jodi	1300		1200- ipad; 100yearly fee? ;
	"While you Wait" on Bibliocommons	2		Megan/MSP			Explore further and staff lists shows related titles in BiblioCommons msp
1-1	cushions for wood chairs in library	2	2026	Michael	1000	7/21/2026	complete
1-1	Cushions for all chairs - CARNEGIE	2	2026	Michael	1500	In process	15x100
	New chairs for Carnegie	2		Michael	10,000		100x100
1-1	Youth programming space friendlier – paint	2		Michael/Megan			
1-2	Facility use study - Flip the Upstairs – architectural plan/assessment - / children's area – Furniture updates	2	2026	Val	40000	In process	talking to firms for RFPs; FOPPL to fund; targeting summer/fall 2026
1-2	Fireplace room - put a wall up to make a quiet space	2		Val			Needs more research? Maybe part of the master plan?
1-2	Close off the Carnegie mural room for additional meeting space	2		Val			Needs more research? Maybe part of the master plan? Need to work with City
1-3	Create a comprehensive Capital Improvement Plan, incorporating long term interior goals with the current capital needs plan	2	2027	Val			Part of Master Plan process
2-2	Add more comfortable seating “nooks”	2	2027	Val	10000	for 3	getting quotes from Library Design
2-2	Add cohort type seating arrangements	2		Val			getting quotes from Library Design
2-3	Ambassador program	2	2028	Val			
3-1	Conference schedule – more formalized	2	2026	Val	0		
3-1	Education and digital literacy	2		Val/Megan			
1-1	Smaller tables - 2 by windows - More electrical – at all tables	2	2027	Val	4000	in process	Quote in folder
1-1	Colorful – playful spaces - Carpet – change colors – paint – kids room	2					Part of Master Plan process
1-1	Have Keurig/vending available	3	2027	Mary B	\$250		and then per month for k-cups (about \$40 a month?)
1-1	Add soft furniture for lounging - CARNEGIE	3		Stacy	10000		Do we want to wait for MP?
1-1	Better Meeting room furniture	3		Val			MP
3-3	Succession plan for Director	2	2026	Val	0	6/1/2026	Complete